FMLA Leave Checklist
Classified employees, University staff, Non-faculty administrators

FMLA Leave Overview
To be eligible for FMLA, the employee must:
1) Have been employed for at least 12 months AND
2) Have worked at least 1250 hours during the 12 months immediately prior to the requested leave date AND
3) Have not already exhausted his/her FMLA leave entitlement (for the 12 months prior to the requested leave begin date)

Step 1: Request the Leave

☐ Request leave:
  • 30 days prior to the leave for a planned leave, include approximate duration
  • Immediately for an unplanned leave, include approximate duration

☐ Notify your Supervisor

☐ Submit a Service Request through email:
  • Send an email to: HR_Disability@asu.edu. Use the subject line: Leave Request. Provide your name, Employee ID, estimated leave start and end date and phone number. Do not include medical information with the email, confidential or sensitive information should not be disclosed here.

☐ Submit the Leave of Absence Request Form:
  • Complete all sections of the form and submit the Leave of Absence Request form.
  • Once your request is received, you will be sent leave packet from Human Resources Benefits

Step 2: Submit Required Documentation

☐ Required Leave Documentation: Submit as specified in the leave packet.

☐ Return to Work:
  • If you are out for your own serious health condition, submit a Health Care Provider Release to Return to Work/Certificate of Illness form five business days PRIOR to your return to work. Failure to provide the form will delay your return to work.
  • If you are not out for your own serious health condition, confirm your return date to your supervisor and Human Resources Benefits five business days PRIOR to your return to work.

Step 3: Time Reporting

☐ Time Reporting: Contact your supervisor and department data time administrator (DTA) to confirm the process and deadlines for reporting sick, vacation and or compensatory time while you are on a leave of absence.

Step 4: Keep Your Employer Informed

☐ Leave of Absence Changes: Notify your supervisor and Human Resources Benefits as soon as possible.

☐ Leave extension: Notify your supervisor and Human Resources Benefits within five business days PRIOR to your original return to work. You will be asked to provide documentation to support the extension request.

More Information

Leaves of Absence: https://cfo.asu.edu/leaves-and-holidays
HR Forms: https://cfo.asu.edu/hr-forms

Questions

Employee services: 855-278-5081 Monday – Friday, 8 a.m. to 5 p.m. Arizona time