

College of Public Health and Health Professions

FMLA administrative checklist

Employee Name: _____

UFID: _____

_____ Receive FMLA employee eligibility email*

_____ Receive FMLA condition eligibility email*

*Note: Parental leave without FMLA is an eligible status

_____ Department HR and employee discuss expected absence

_____ Employee emails UFHR dates of expected absence (for parental leave)

_____ Central Leave sends appropriate documentation

_____ Department HR and employee complete appropriate documentation

_____ Department HR and employee discuss time/leave entry

- Employee sick hours at time of absence _____
- Employee vacation hours at time of absence _____

_____ Calendar reminders added, if needed, to ensure ePAF and time/labor entries

_____ College HR liaison secures Dean signature and, if needed, SVP and Provost signatures

_____ Leave of absence (LOA) ePAF needed?

_____ If yes, department HR enters

_____ If no, department or college HR provides completed LOA docs to Central Leave

_____ Employee eligible for medical or parental leave?

_____ If yes, department HR notified once added to employee 'leave bank' and manages use

_____ Department HR coordinates return from leave with employee

- _____ Return to work notice needed/received?
- _____ Employee return date matches extended leave of absence paperwork?
- _____ Time audit completed by department HR (100% accuracy required)

_____ Department HR enters Return to Work ePAF once employee resumes full work schedule

_____ Department maintains official record; College maintains shadow record*

*FMLA records must be kept separate from employee's personnel file