FMLA CERTIFICATION PROCESS



STEP 1:

FMLASource must notify Employee if a certification is required.



STEP 2: Employee must

provide a completed certification to FMLASource within 15 days.



STEP 3:

FMLASource must designate the Employee's leave if it is FMLA-protected.



FMLASource may require Employee to:

- Correct any deficiencies in the Employee's certification identified by FMLASource within 7 days.
- Obtain a 2nd medical opinion (IME) if WSU (in consultation with FMLASource) doubts the validity of the certification.
- Obtain a 3rd medical opinion (IME) if the 1st and 2nd opinions differ.

FMLASource may deny FMLA Leave if Employee fails to provide a requested certification.

