

RECERTIFICATION CHECK POINT FOR MANAGERS & SUPERVISORS



Recertification

When to consider recertification:

- Absence exceeds the approved duration
- Absence exceeds the approved frequency
- Absence occurs on the same day of the week 2 or more times
- Employee is exhibiting unexplained pattern of absences
- When an Employee requests an extension to an existing FMLA leave
- For long-term conditions or conditions that may require sporadic absences, a Manager/Supervisor may request recertification every 30 days in connection with an absence
- At the beginning of each leave year
- Every six months if the Employee is out on a leave that has been certified to extend for more than six months

When recertification is not recommended:

- The leave has ended or is ending within 30 days
- The leave began within the last 30 days
- The Employee has exhausted their entitlement

Note: No 2nd or 3rd opinion of recertification is required.