



WSU's FMLA LEAVE PROCESS (2015)

While there are a broad range of sensitive and inopportune leaves of absences, it's important to adhere to WSU's policy as much as possible to ensure University compliance. Below is a guide to WSU's FMLA Leave process.

- 1. The Employee will contact FMLASource to submit a leave request.** The employee will speak with an experienced FMLA Source Human Resource Specialist who will explain the following:
 - Correspondence that they will receive in the mail regarding their FMLA claim
 - Medical documentation that is needed from the employee's health care provider
 - The employee's FMLA responsibilities

Employees may sometimes resort to contacting their Manager/Supervisor to inform them when they will be absent. If the Employee's absence exceeds 3 consecutive days or an inpatient hospital stay, the Manager/Supervisor should redirect employees to FMLASource as appropriate.

- 2. FMLASource will provide the employee with Notification of Eligibility and Rights & Responsibilities.** The initial request letter is sent to the Employee and their Manager/Supervisor. FMLASource will provide written notification to an Employee within 5 business days and request that the employee provide medical certification to support FMLA leave within 15 calendar days after their request.
- 3. If requested by Unit, the HRC schedules 2nds and 3rd opinion Independent Medical Exam.** Wayne State University may choose the health care provider for the second opinion, except that in most cases it may not regularly contract with or otherwise regularly use the services of the health care provider. The third opinion shall be final and binding. The third health care provider must be approved jointly by WSU and the Employee.
- 4. Employee submits Medical Certification form to FMLASource.** A Medical Certification Form from their treating physician must be submitted to FMLASource within 15 calendar days.
- 5. FMLASource reviews Employee's Medical Certification form and sends Decision Letter.** If the required medical certification form is not received within 15 days, FMLASource will automatically send a denial letter. All approval and denial letters are sent to Employee within 5 calendar days. The Employee's Manager/Supervisor (as listed in Banner) and HRC will receive an e-mail copy of the letters. The Employee is given 7 additional days to correct any deficiencies in their medical certification.
- 6. Manage Leave based on Decision Letter.** The leave type is determined by the health care provider. HRC will assist Manager/Supervisor and collaborate with Employee to determine intermittent or reduced schedule.
- 7. Track Employee leave time.** HRCs will provide guidance to Manager/Supervisor with tracking leave usage and compare to Decision Letter to identify employees with patterns, change in frequency of duration and determine if a re-certification IME is warranted. In addition, HRCs will provide Absence Management, collaborating with FMLASource and TCW, to identify leave abuse, and request IME.
- 8. Verify Return to Work Certification.** TCW will schedule Return to Work exams as needed when Employee returns from a Continuous leave. Medical documentation must be verified and any work restrictions/accommodations must be channeled through HRCs and OEO in conjunction with the Unit and Labor Relations.
- 9. The Employee is reinstated at the same/equivalent position.** Return to work notes should be submitted in advance of an Employee reporting to work based on their e-class (refer to the Employee's contract).