

FMLA Action Responsibility

Employee

1. Notify your supervisor, business manager, or designated person in the unit of the need for FMLA-qualifying leave in accordance with your unit or department's usual and customary practice.

--at least thirty (30) day notice when illness is foreseeable

--as soon as practicable when illness is not foreseeable

You need not share specific personal information (diagnosed illness/injury). However, calling in "sick" is not sufficient notice of the need for FMLA leave.

2. Contact WSU's Third Party Administrator, FMLASource, to submit a leave request and provide sufficient medical certification within fifteen (15) business days of request for same.
3. When appropriate, provide a "fitness-for-duty" certification to FMLASource before returning to work from leave, *subject to contractual provisions for union employees.*

If, for any reason, your condition or status changes significantly while on FMLA leave, please notify FMLASource immediately at 877-GO2-FMLA.

Supervisor, Business Manager, or Designated Person in Unit

1. Contact FMLASource, if employee is absent from work more than three (3) consecutive work days due to illness. Work days are defined as days an employee is normally scheduled to work.
2. Notify FMLASource when unit receives notice from employee sufficient to indicate need for FMLA-qualifying leave.
3. *The department is responsible for coding timesheets.* Verify employee timesheets are accurately coded in accordance with the information provided in the "Designation Notice" and approve employee time sheets. Should an employee exhaust FMLA hours, and/or illness /vacation banks, Benefits & Wellness will be notified by FMLASource and provide copy of employee leave letter regarding coding of timesheet.

Risk Manager

Contact Benefits & Wellness and business manager, supervisor, or designated person in unit if an employee has been approved for Workers' Compensation. FMLA runs concurrently with WC.

Third Party Administrator

1. Administer FMLA in accordance with Family and Medical Leave Act of 1993, WSU's FMLA leave policy, and/or any applicable Collective Bargaining Agreement.

2. Immediately notify the supervisor, business manager, or designated person in employee's unit that employee has applied for FMLA.
3. Review employee certification information.
4. Provide employee with "Notice of Eligibility and Rights and Responsibility FMLA" form within five (5) business days after employee requests FMLA leave, absent extenuating circumstances.
5. Within five (5) business days of receipt of notice, request employee to provide complete and sufficient certification within fifteen (15) business days.
6. Provide employee and business manager with written "Designation Notice" for FMLA leave within five (5) business days of receiving complete and sufficient certification, absent extenuating circumstances.
7. Manage leave in accordance with the parameters outlined in the "Designation Notice".