



Human Resources
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FMLA / PARENTAL LEAVE **CHECKLIST FOR DEPARTMENTS**

This is for department use only and should not be sent to Human Resources.

- Receive a written or verbal leave request from the employee that qualifies for Family and Medical Leave or Parental Leave.
- Complete and forward the [FMLA/Parental Leave Request and Notice Form](#) to the FMLA Administrator in Human Resources within 24 hours of the employee requesting leave or becoming aware the employee may have experienced a FMLA qualifying event.
- Advise employee to contact the Benefits department before the leave begins to arrange for the employee portion of benefit premiums.
- Provide the employee with all copies of FMLA documents or emails received from the FMLA Administrator within 24 hours of receipt. Employees will be directed to return the health care provider certification form and all other medical documentation directly to the FMLA Administrator in Human Resources.
- Enter the employee's leave on their timesheet each pay period using the FMLA time reporter code (FMLAT and PARLV) and the appropriate override reason code after the FMLA/Parental Leave hours accrue. FMLA and Parental Leave cannot be processed in OMNI until the leave begins; therefore, departments have to wait until the following pay period to retroactively enter FMLAT/PARLV hours that the employee used. Hours that an employee works cannot be counted against the employee's FMLA entitlement.

Upon the Employee's Return

- Advise FMLA Administrator and Benefits Representative when employee is returning/has returned to work.
- Send copy of fitness for duty certification to FMLA Administrator (if one was required by the [FMLA/Parental Leave Request and Notice Form](#)).
- Ensure all FMLA and PARLV hours were entered in OMNI and notify FMLA Administrator of leave completion.

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