

This checklist is intended to help HR departmental contacts through the LWOP process once an employee invokes the Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA). Contact the Human Resources Coordinator with questions (ext 7-5946).

Employee Information

_____ Last Name _____ First Name _____ Middle Name _____ University ID

_____ Position # _____ Suffix Check One: Classified Unclassified

Family/Medical Leave Process

Date Completed:

_____ 1. Human Resources Coordinator notifies department in writing that FMLA/OFLA has been authorized, and returns the authorized [Employee Leave Request form](#). For additional information on paid leave, see page 8 of the [FMLA/OFLA Handbook](#).

_____ 2. HR departmental contact checks the Employee Leave Request form leave balances for accuracy; and monitors paid leave time to ensure the employee is in a paid status or on LWOP. Is there enough paid time to cover the employee's FMLA/OFLA leave? If Yes, go to Steps 3-5; if NO, go to Steps 6-7. If there are questions regarding leave balances, verify amounts with Employee Records & Information (ER&I), ext 7-8300. (Remember that leave used in prior month has not been subtracted from leave balances.)

Note: If an employee will be in a paid status less than 80 hours (low pay), contact the Human Resources Coordinator as soon as possible so the employee's benefits will continue for the month.

_____ 3. HR departmental contact makes certain the employee reports the FMLA/OFLA hours on the [FMLA/OFLA Attendance form](#) and timesheet correctly. Compare hours to the official timesheet and Employee Leave Request form. Hourly employees are to complete a full month (1-31) on FMLA/OFLA Attendance form.

_____ 4. Supervisor signs and submits the FMLA/OFLA Attendance form to the Office of Human Resources (OHR) by the 10th of the month following when the leave was taken.

_____ 5. HR departmental contact makes certain that the employee with a serious health condition who is out for a continuous block of time and intends to return to work before the authorized FMLA/OFLA end date, submits to his/her supervisor and the Human Resources Coordinator in OHR a physician-signed [Release to Return to Work](#) in order to begin work.

_____ 6. **Important:** In OSCAR, go to the Employee Leave section and complete the [Leave Without Pay Advance Notification task](#), and send the resulting form to Payroll ASAP, but no later than the 18th of the current month in order to be effective in that month.

Important: If the employee has 10 or more consecutive days of LWOP, complete the [Leave form \(Place Job on Leave\)](#) task to put the employee's job on leave; send the resulting Leave Form to ER&I by the monthly departmental paperwork deadline. If past the deadline, send form as soon as possible and notify ER&I, ext7-8300, of the action.

_____ 7. HR departmental contact makes certain if employee's return to work date changes: (1) Send a revised Leave Without Pay Advance Notification form to Payroll, and (2) send a revised Leave Form with the new end date to ER&I.