



Guidelines

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PURPOSE

The purpose of these guidelines is to provide important information and outline the responsibilities of both the employee and the manager when an employee requests Family & Medical Leave Act (FMLA) leave. The FMLA grants job-protected leave to eligible employees to care for themselves or an immediate family member in the event of a serious health condition, birth, or adoption.

These Guidelines will provide:

- Information for employees on how to submit their FML request in Workday
- Guidance for managers on recognizing when an employee may need FML
- Eligibility requirements and how paid and unpaid leave apply

This process will be applied consistently with the university's following policies:

Policy 6.05, [Family and Medical Leave](#)

Policy 6.27, [Paid Time Off](#)

Policy 6.45, [Unpaid Leave](#)

DEFINITION

Family Medical Leave (FML)	In accordance with federal law, FMLA, The Ohio State University provides job-protected Family and Medical Leave (FML) to eligible faculty and staff who are unable to work because of their own serious health condition or because of the need to care for an immediate family member with a serious health condition. FML allows for up to 12 workweeks (480 hours for 100% FTE) of leave during a 12-month period based on certain qualifying events.
12-Month Rolling period	The rolling 12-month period is measured backward from the date FML is scheduled to commence. If the employee has taken some or all of their FML time in the previous 12 months that time will be subtracted from the total 12-week allowance.
Unpaid Leave	FML is unpaid leave; however, available paid time off balances (e.g. sick, vacation, parental) can be used during FML, to receive pay while you are off work (you MUST enter paid time off during your approved leave to receive pay from your accrued balances).
Paid Time Off	Type of pay utilized during an approved absence from work, dependent on eligibility and/or available balances (e.g. vacation, sick, parental).
Continuous Leave	A type of leave where an employee takes an uninterrupted period of time off for an eligible reason. During continuous leave, the employee is away from



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	work for a set number of consecutive days or weeks, and the leave is generally taken all at once.
Intermittent Leave	Leave taken in nonconsecutive blocks of time rather than for one continuous period of time, which may include leave periods from a tenth of an hour or more to several weeks. This includes a reduced schedule leave, which is a reduction in the usual number of working hours per day or week for a period of time for reasons relating to FML.

PROCEDURE

When an employee requires time off for a serious medical condition or to care for an immediate family member, an FMLA request should be initiated by the employee in Workday. FMLA should also be offered by the manager to the employee when an employee is out of the office for 3 consecutive days or longer. FMLA information is confidential, and the exact reason does not need to be disclosed to your manager or your HR Consultant. All FMLA requests are entered directly into Workday, and an FML Administrator will follow up with the employee within 24 hours to process the request, run eligibility, and send a packet with the required medical paperwork to the employee within 5 business days.

For step-by-step instructions on how to enter an FML request in Workday as well as enter a Return from Leave, please use the [Request Leave of Absence and Return from Leave job aid](#).

Please utilize the [Time Off Processes job aid](#) for assistance with entering, correcting or canceling Time Off requests Workday.

A request for FML in Workday does not guarantee final approval for the leave of absence being requested.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Employee	<ul style="list-style-type: none">• Provide notice to your immediate supervisor• Initiate FML request in Workday.• The FML Administrator Contact webpage provides contact information.• Request your health care provider to complete the Medical Certification Form and return the form to the FML Administrator within 15 calendar days.• Submit paid time off for the entire time you will be away from work in WD for continuous leave. For intermittent FML make sure to enter your paid time off in a timely manner.



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Manager	<ul style="list-style-type: none">• Provide the employee with the assigned EHE FML Administrator when a qualifying event is known or anticipated.• Ensure all timekeeping reporting codes are approved in a timely manner and entered according to the FML designation.• Contact the FML Administrator if the employee's absence does not align with the approved frequency and duration (for intermittent leave only).• Ensure the employee has provided a release to return to work (for continuous leave only).
Unit HRC/HRBP	<ul style="list-style-type: none">• Provide FMLA support to the employee and manager as needed, upon request.• Ensure employees enter their timekeeping accurately in accordance with FML designation approvals, and that supervisors approve timekeeping in Workday.• Contact the FML Administrator if the employee's absence does not align with the approved FML frequency and duration.
Family & Medical Leave (FML) Administrator	<ul style="list-style-type: none">• Determines employee eligibility under FMLA.• Send Notice of Eligibility and Rights and Responsibilities with the appropriate FMLA medical forms for the employee's medical provider to complete and return to the FML Administrator within 15 calendar days.• Review the documentation provided by the employee and determine if it meets the criteria for a qualifying event, and/or if more information is needed.• Supports the Manager and employee throughout the FMLA process.

Helpful Links:

[Family and Medical Leave Policy 6.05 - Frequently Asked Questions](#)

[Paid Time Off Policy 6.27 - Frequently Asked Questions](#)

[OSU's Paid Time Off and Leave Options informational webpage](#)