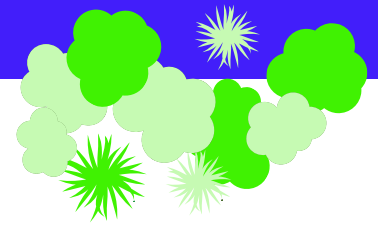




THE EMPLOYER'S ROAD MAP TO THE FMLA



Covered Employer

1

Display the FMLA poster & provide General Notice

2

Employee asks for FMLA or the employer learns the employee's leave may be for an FMLA qualifying reason

3

Determine if the employee is eligible

4

Provide Eligibility and Rights & Responsibilities Notices to the employee

5

Certification Process

Optional →

None Required ↘

EXIT

Let the employee know that a Certification will be required

6

Grant or deny the leave request & provide Designation Notice to the employee

8

Determine if the leave request is for an FMLA-qualifying reason

7

Maintain Health Benefits during the leave

9

Restore the employee to the same or an equivalent position at the end of the leave

10

Maintain records properly

11

