

FMLA Leave Process Flowchart – Classified/Career Service

Step 1 – You must provide notice to the Benefits Office when you know you need to take a leave.
([FMLA Leave Request form](#))



Step 2 – Benefits Supervisor sets up meeting with you and provides the Leave of Absence - Preliminary Meeting Notice, NJ Temporary Disability Application, Family Leave Insurance notice, Sick Leave Policy, and Fact Sheet #20. (Also provides the Health Insurance rates in the event leave is/becomes unpaid). Benefits Supervisor provides Specific Notice to inform you of your FMLA Eligibility and rights.

[\(Specific Notice\)](#)



If you are
not
eligible
for
FMLA:

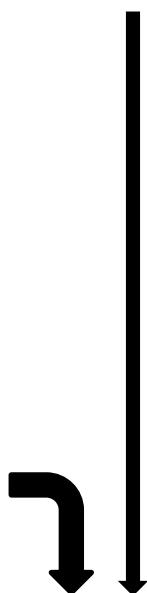
Step 3 – You must provide Benefits Supervisor with completed Request for Leave of Absence Form, signed by both you and your supervisor, along with supporting medical documentation.



STEP 4 → Benefits Supervisor must notify you whether your leave has been designated as FMLA leave within 5 business days.



If leave is not
designated
as FMLA leave:



If leave is designated as FMLA leave:

STOP → Your leave is not FMLA-protected
(You may contact the Benefits Office to discuss whether other leave options are possible.)



STEP 5 → Your leave is FMLA-protected (There are employee responsibilities while out on FMLA leave.)



NOTE: You are required to submit a [Return from Leave](#) Form in advance of your return to work.



If your [Return from Leave](#) Form indicates Restrictions/Limitations HR will contact you to discuss the accommodation process in anticipation of your return



STEP 6 → When you return to work, your supervisor must return you to the same or an equivalent position.