

**FMLA/PARENTAL LEAVE CHECKLIST FOR DEPARTMENTS**

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

- O Receive a written or verbal leave request from the employee that qualifies for Family and Medical Leave or Parental Leave.
- O 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 the department becoming aware the employee may have experienced an FMLA qualifying event.
- O Advise the employee to contact the Benefits department before the leave begins to arrange for the employee portion of benefit premiums.
- O Provide the employee with all copies of FMLA documents or emails 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.
- O Enter the employee's leave on their timesheet each pay period using the FMLA time reporter code (FMLAT) and the appropriate override reason code with the FMLA hours. An employee's work hours cannot be counted against the employee's FMLA entitlement. Please reference the [FMLA/Parental Leave Time](#) Entry Instructions for additional information.

Upon the Employee's Return

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

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