

Signal: Managing Employee Leave Under FMLA & State Leave Laws

Quick Takeaway

If you need time off for a serious health issue, a new baby, or to care for a close family member, you may qualify for protected leave. There are deadlines and forms you must complete to keep your job protected and benefits on track.

What This Is

FMLA is a federal law that may allow eligible employees to take up to 12 weeks of unpaid leave for certain reasons. If approved, your job is protected and your health benefits may continue under specific rules. HR will review your request and explain what applies to you.

How It Affects You

You may qualify for protected leave for:

- Your own serious health condition
- Caring for a spouse, child, or parent
- Birth, adoption, or placement of a child
- Certain military-related family needs

While you are on approved leave:

- Your job may be protected
- Your health coverage may continue
- You may need to pay your share of premiums

Important Deadlines

Deadlines vary based on your situation and the notices HR provides. Missing a deadline can delay approval or affect protections. If you are unsure, contact HR immediately.

What You Need to Do

1. Contact HR as soon as you think you may need leave.
2. Complete the required forms and return them on time.
3. Provide medical certification if HR requests it.
4. Follow instructions for paying premiums during unpaid leave.
5. Keep HR updated on your return-to-work date.

Example Scenario

Jordan needs surgery and will miss six weeks. Jordan notifies HR, submits the requested certification, and follows the premium payment instructions. HR confirms the leave status and return plan, and coverage continues without interruption.

Helpful Tips

- Report leave needs early, even if dates are not final.
- Keep copies of all paperwork.
- Ask HR how leave will affect pay and deductions.
- Notify HR right away if anything changes.

Who to Contact

Name: _____

Phone: _____

Email: _____