Family Medical Leave
Recommended process for tracking

Family Medical Leave Act (often referred to as FML) is federal law protecting the employee’s job. It is used by the employee for a serious health condition affecting the employee, spouse, children, or parents. FML does not include aunts, uncles, cousins, grandparents or in-laws. A serious health condition is defined on the FMLA form but loosely includes hospitalization, surgery, or care under a doctor’s supervision for more than 3 consecutive full days. To begin FMLA a medical certification form is required, so the medical provider is providing information for the appointing authority to make the decision if the employee qualifies. You may also require that the medical provider provide a medical certification form for the employee to return to work or periodically during the course of the serious health condition. FMLA allows the employee to use sick, vacation, or LWOP for 12 weeks for faculty and exempt professional and 13 weeks for classified. FML runs concurrently with accrued sick leave, annual leave, leave without pay and worker’s compensation for the period designated as covered under FML. Greg Rowe is the FMLA coordinator for UCD.

If you need assistance in determining if FML is appropriate or to determine when to return from FML, please contact Greg Rowe. An established training is available on FML.

After employee is designated by the appointing authority as eligible for FML, the department HR Liaison is responsible for tracking employee’s status in the HRMS system.

**If employee has sick and vacation hours available:**
- In employee record (Workforce Administrative – Job Information – Job data – Work Location) insert a row:
  - Effective Date: the first day employee is on Paid Leave of Absence
  - Action/Reason: Paid Leave of Absence/FML
- In time collection – create a time collection batch:
  - Effective Date: the first day employee is on Paid Leave of Absence
  - Action/Reason: Paid Leave of Absence/FML
  - During monthly payroll, report leave usage in time collection. Employee uses sick leave first (SCK) then vacation (VAC) until all leave is exhausted.

**If all leave is exhausted, place employee on Leave Without Pay (employee will no longer receive compensation):**
- In employee record (Workforce Administrative – Job Information – Job data – Work Location) insert a row:
  - Effective date: the first day employee is on Leave of Absence (no pay)
  - Action/Reason: Leave of Absence/FML
  - PBS will contact employee on payments for insurance coverage and payment

**When an employee may return from FML:**
- In employee record (Workforce Administrative – Job Information – Job data – Work Location) insert a row:
  - Effective date: the first day employee is returning to work from FML
  - Action/Reason: Return from Leave/Return from Leave

**Please note:**

9 month faculty earn sick leave at the rate of ½ month (11 working days) per completed academic year and hours are tracked manually in the department/Dean’s office. If designated as approved for FML, place them on Paid Leave of Absence/FML until they exhaust sick leave and then convert them to Leave of Absence/FML if they need to be placed on unpaid leave.