

### FMLA – Steps to Take

- Review Weber State University's [FMLA policy](#) to ensure you are familiar with the provisions.
- Submit your completed [FMLA application](#) to Human Resources (Room 111 in the Miller Admin Bldg., MS 1016 or Fax 801-626-6925) at least 30 days before the leave is to begin when leave is foreseeable. If leave is not foreseeable, submit your request as soon as possible. Failure to provide adequate notice can undermine your FMLA protections.
- After submitting your application, you will receive an eligibility/rights & responsibilities notice indicating if you are eligible for FMLA leave. Please carefully read the email and notice of eligibility and keep this for your records.
- Ensure the medical certification ([Employee](#) or [Family Member](#)) form is fully completed by you and the appropriate healthcare provider and returned to Human Resources in a timely manner. Your healthcare provider can fax the completed certification directly to HR at 801-626-6925.
- You will receive a designation notice indicating whether the leave qualifies for FMLA protections. Please carefully read the email and designation form and keep this for your records.
- If requested, provide periodic status reports during the leave. You can find how often you are expected to provide these in the eligibility/rights & responsibilities notice.
- Contact Connor Larsen in the Payroll office at x6601 to discuss payment options for your portion of the group health care coverage if/when you have exhausted all paid leave and enter LWOP status.
- If circumstances change, such as the date you expect to return to work, notify HR as soon as practicable.
- When returning from continuous leave for your own serious health condition, you will be required to provide a [fitness-for-duty certification](#) before you can return to work. Your healthcare provider can fax the completed form directly to HR at 801-626-6925.