**FMLA Checklist: Applicant**

1. Notifies Supervisor immediately concerning the leave request.
2. Receives Notice of Eligibility and Certification of Health Care Provider Form (CHCP) within 5 days of notification
3. Has to return the CHCP to the supervisor within 15 days
4. Within 5 days of returning the CHCP should receive
   1. a Designation Form
   2. a Physical Demands Questionnaire from the supervisor with the left completed
      1. the right side to be completed by a physician
5. Must return the PDQ form to the supervisor at least 2 weeks prior to returning to work

If an employee wants to apply for the Family Leave Insurance Benefits (NJ FLI):

1. They must fill out the Family Leave Insurance Claim Form
   1. Must be sent to the state after the first day of the leave
      1. Filling it out before the first day can delay the process
   2. It must be sent to the supervisor