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| Family Medical Leave Act Guide  Step by step instructions to successfully complete FMLA the process  9/5/2014  Azariah Ali and Serena Claiborne |

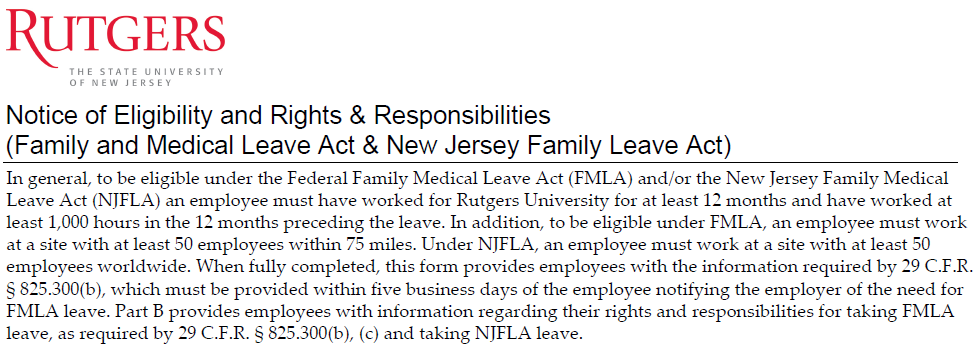
**3 Different Types of Leave (posters):**

(Press Ctrl + Left Click on the following link) for easy access: [**FMLA**](http://uhr.rutgers.edu/sites/default/files/form_applications/FMLA%20Poster.pdf) is the federal program that provides 12 weeks unpaid leave in a 12 month period for severe illness for either the applicant or an immediate family member (your parents, child or spouse).  
  
(Press Ctrl + Left Click on the following link) for easy access: [**NJFLA**](http://uhr.rutgers.edu/sites/default/files/userfiles/NJFLA%20Poster%209-12.pdf) is the state program that provides 12 weeks unpaid leave in a 24 month period for severe illness (child, spouse, parents, in-laws, etc.) or child birth/adoption.  
  
(Press Ctrl + Left Click on the following link) for easy access: [**NJ FLI**](http://uhr.rutgers.edu/sites/default/files/userfiles/FamilyLeaveInsurance.pdf) is a state program that provides pay for the first 6 weeks of your 12 week leave under either the federal or state program. An applicant can use it for 6 weeks in a 12 month period.

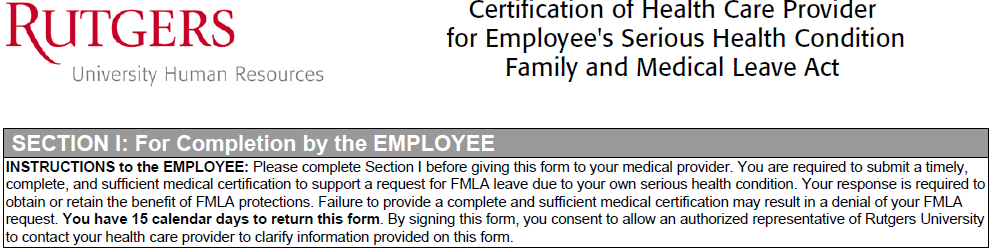
These are the steps that must be taken to utilize any of the programs listed above:

1. Applicant must notify the supervisor immediately concerning the leave request.
   1. A **Notice of Eligibility** (completed by the immediate supervisor)

(Press Ctrl + Left Click on the following link) for easy access: (<http://uhr.rutgers.edu//sites/default/files/form_applications/FMLAFormNoticeEligibility.pdf> )

 **must be provided to the applicant along with a Certification of Health Care Provider Form (CHCP)**

(Press Ctrl + Left Click on the following link) for easy access: ([http://uhr.rutgers.edu//sites/default/files/form\_applications/FMLACertificationApplicantSeriousHealthCondition\_0.pdf](http://uhr.rutgers.edu//sites/default/files/form_applications/FMLACertificationEmployeeSeriousHealthCondition_0.pdf))

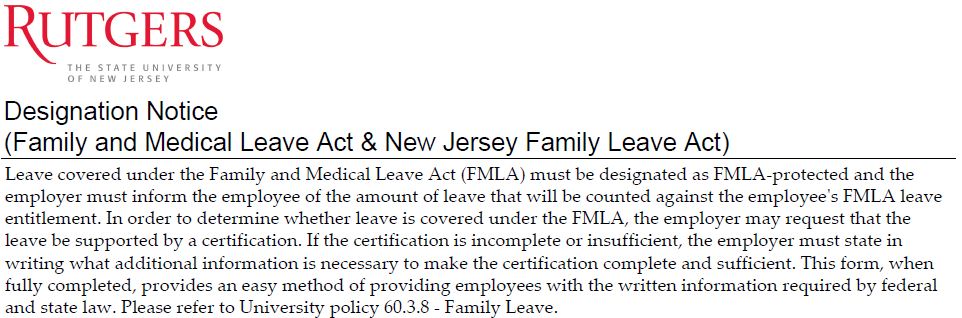
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within 5 days of receipt of notification of FMLA need.

* 1. Upon notification, supervisor must contact the NJ SNAP-Ed State Administrative Office Administrative Coordinator (AC) to:
     1. Reconcile applicants PTO (in particular “Sick”).
        1. In order to do so, the supervisor must ensure that all TRFs are inputted correctly, signed, and submitted to the AC for reconciliation of all PTO already used.
        2. Applicant must **use all available sick time** before being placed on FMLA. This must be reflected on the Staff Absence Record (SAR) at the time of reconciliation, according to the dates provided on the doctor’s note and/or CHCP Form.
  2. Applicant has **15 days to return the CHCP Form** to their immediate supervisor. The supervisor must forward the form to the NJ SNAP-Ed/EFNEP State Administrative Coordinator for review and consultation.
  3. Note that approval for leave (including dates) will be based on the information provided by the Health Care Provider and eligibility according to University policy.

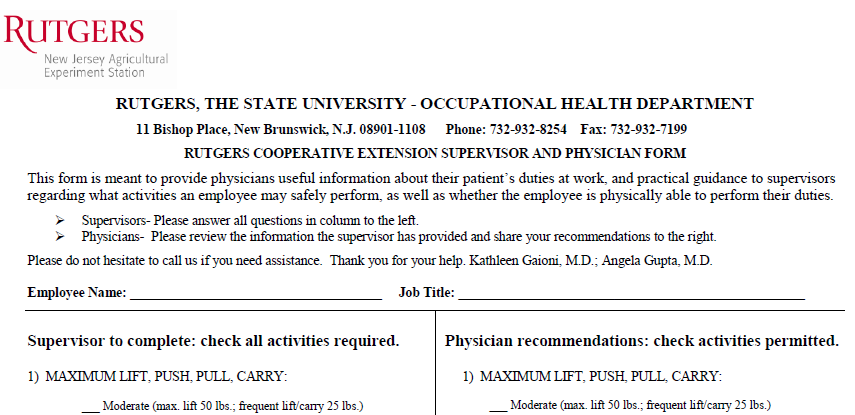
1. The supervisor is expected to provide a **Designation Form** (**DF**)

(Press Ctrl + Left Click on the following link) for easy access: (<http://uhr.rutgers.edu//sites/default/files/form_applications/FMLADesignationNotice_4.pdf>)



and a copy of the **Physical Demands Questionnaire (PDQ)** (AKA: Rutgers Cooperative Extension Supervisor and Physician Form**)** within 5-days of receipt of CHCP

(The supervisor will provide the applicant with this form):

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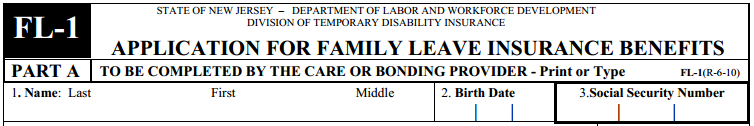
* 1. **DF** must not be provided to applicant without review from the State Administrative Office **AC**.
  2. **PDQ** – Supervisor side of form must be completed prior to providing to applicant. Physician side of form must be completed by CHCP and submitted to immediate supervisor at least two weeks prior to returning to work for clearance to return to work. This form provides NJ SNAP-Ed/EFNEP of any limitation set by the physician in regards to the applicant’s return. Additionally, this will allow ample time to return the applicant to payroll status if he/she has been taken off payroll due to lack of available PTO.
  3. Form must be printed on Implementing Agency’s (previously known as project office) letterhead.

(\*\*\*If an applicant wants to return before the date that their physician has instructed, they must contact their immediate supervisor.

The Immediate Supervisor will then contact the University Occupational Health (OCH) to make arrangements for clearance.

The University Occupational Health (OCH)Department requires that the applicant brings with them t he following documents:

1. A return to work note from the applicant’s doctor and
2. A physical copy of the Applicant’s Physical Demands Questionnaire \*\*\*)
3. The **Application for Family Leave Insurance Benefits (NJ FLI):** 
   1. Must be after the first day of the leave, filling it out before can delay the process.
   2. Location of form 🡪

(Press Ctrl + Left Click on the following link) for easy access: (<http://uhr.rutgers.edu//sites/default/files/form_applications/FamilyLeaveInsuranceClaimForm.pdf> ) 

* 1. The form must be received by the NJ SNAP-Ed/EFNEP **AC** within 30 days of first day of leave.
  2. Note that the pay generally equates to 66% of an applicant’s weekly salary or $595, whichever is less.
  3. The applicant must notify the NJ Department of Labor if he or she is being compensated by their employer while also receiving money from the state by completing **Form p-130.**
  4. Note, that once this form is filed, all inquiries are done between the applicant and the State of NJ. The NJ SNAP-Ed/EFNEP Office has no authority to consult with the NJ State Disability office on the behalf of the applicant.

**SICK DAYS** must be exhausted before any “leave” days are used. Note, that an applicant does not necessarily need to use available PTO (**AL**, **PH**, & **Vac**. **Days**) prior to going out on FMLA, but have the option to use any of these days if requested. If an applicant is expected to be out past June 30, XXXX and is expected to be on FMLA during the cross over to the new fiscal year, then it is recommended that the applicant use all **AL** and **PH** **Days** prior to going on FMLA, or they will lose their **AL** and **PH** **Days**.

**\*All communication and forms are to be submitted through the applicant’s supervisor or person within the applicant’s chain-of-command**

**For Additional Information:**

**\*\*The information provided was compiled from the University Human Resources website.**

(Press Ctrl + Left Click on the following link) for easy access: ([**http://uhr.rutgers.edu/**](http://uhr.rutgers.edu/) **)**

The FMLA Forms that are needed are all located here: 🡪

(Press Ctrl + Left Click on the following link) for easy access: (<http://uhr.rutgers.edu/policies-resources/forms/family-medical-leave-forms> )

The Rutgers University Policy regarding the Family Leave Act is here 🡪 (<http://policies.rutgers.edu/6038-currentpdf> )