FMLA/OFLA Process

Employee applies for leave (leave request) HR
evaluates
eligibility &
sends
employee
eligibility or
decline
notice with
certification
request (if
necessary)

Employee
returns
certification
(if
necessary)
within 14
calendar
days

HR sends employee designation or decline notice

HR tracks protected leave

Paid Time

Employee notifies HR of return to work date and provides work release before returning to work (if necessary)