



## Employee Quick Guide Steps to Request FMLA Leave

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### Employee submits Request for FMLA Leave Form

The form can be found on the [Central Human Resources Website](#)



### Email Request for FMLA Leave Form to Central Human Resource

Email to [FMLA@usf.edu](mailto:FMLA@usf.edu) or Fax to (813)-947-5227

Central Human Resources responds within 5 days with a preliminary eligibility and next steps



### Provide required information/documentation

Medical Certification returned back to Central Human Resources within 15 calendar days

Email to [FMLA@usf.edu](mailto:FMLA@usf.edu) or Fax to (813)-947-5227



### Central Human Resources Reviews Medical Certification

Central Leave responds within 5 days with a designation, request for more information or alternate options for Leave

If more information is required, an employee has seven calendar days to have the medical certification updated.



### Once FMLA Eligibility is approved, FMLA panel made available in GEMS

Instructions emailed to employee, employee's supervisor and the department leave coordinator



### Return-to-Work

A return-to-work note is required for continuous FMLA prior to a return to work due to your own serious condition