

People's Place  
FMLA PROCEDURES

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Read the People's Place **Leave Policy #110 and Exhibit B Employee Rights & Responsibilities Under Family and Medical Leave Act** located in the Policies & Procedures Manual and on the People's Place web site at <http://www.peoplesplace2.com/110.html>. If you have any further questions relating to your specific circumstances or about FML please contact Human Resources at 422-8033 ext 186.

**FML Process:**

**Step One – (Employee)**

- Employees should submit two forms to begin the FML process:
  1. **FML Request Form** – turn in to your supervisor (this lets them know that you are applying for FML.)
  2. **FML Certification of Health Care Provider Form** (Exhibit E of Policy #110) this needs to be filled out by the doctor and sent directly to Human Resources. **DO NOT GIVE TO SUPERVISOR**

**Step Two – (Supervisor)**

- *In certain circumstances management may need to start the FML process without employee initiation.* If a supervisor has concerns that an employee may need to apply for FML due to issues with absenteeism please contact Human Resources at 422-8033 ext 186.
- When the supervisor receives **FML Request Form** or is notified of an emergency they should document the notice and send it to Human Resources immediately.
- Under **NO circumstances** should a supervisor or any member of management accept the Certification of Health Care Provider Form from the employee, this must go directly to Human Resources.

**Step Three – (Supervisor/PD)**

- Record the number of hours taken for FML on the bottom of each time sheet.

**Step Four – (Human Resources)**

- HR will review the FML Request Form and the Certification of Health Care Provider Form and send written notification of approval, denial or a request for more information to the employee and supervisor.

**Step Five – (Employee)**

- If employee is returning from medical leave for their own health condition they must provide documentation from their physician that releases them to return to work. This release must contain any work restrictions the employee is to follow. Send the documentation to Human Resources prior to returning to work.

Human Resources  
1129 Airport Rd.  
Milford, DE 19963  
422-8033 ext 186 or 422-8050 Fax