



## Process for Family and Medical Leave

Updated 1/16/2019

### Overview:

This process is to be followed for Family and Medical Leave. The responsibility for approving FMLA is delegated jointly to the appropriate dean or department head and the Human Resources Office of Employee Relations. The dean, department head, or designee shall be responsible for maintaining accurate records of FMLA leave in the University's centralized resource information system. All conversations or discussions with the employee about FML eligibility must be documented. Campus (non-UK HealthCare) employees should submit the form to the Campus FMLA Administrator at 859-323-4259.

### Process:

1. The Supervisor becomes aware an employee may have an FML qualifying event.  
This could be for one or more of the following reasons:
  - a. Pregnancy
  - b. Missing more than three consecutive days of work OR is incapacitated for more than 3 consecutive calendar days.
  - c. Being absent on an intermittent basis due to a health condition.
  - d. Hospitalization
  - e. To care for qualifying family member (spouse, parent, child, sponsored adult dependent, sponsored child dependent).
  - f. To care for a qualifying family member of the armed forces.
2. Present the employee with the 15 Day memo and FML Application, notifying the employee of his/her rights to FML and giving the employee 15 calendar days to apply for FML. Make sure the employee and supervisor sign the memo, then give a copy to the HR and Faculty Administrator, and they will fax a copy to the FML Administrator at 859-257-1679.
3. Instruct the employee or health care provider to submit the completed form to the HR and Faculty Administrator and then they will submit forms to the FML Administrator via email or fax.
4. Once the employee returns to work, the return to work note should be submitted to the HR and Faculty Administrator and then faxed or emailed to the FML Administrator.
5. If an employee has restrictions upon/prior to returning to work you must contact the FML Administrator to evaluate the restrictions.

### Resources:

[UK Policy #81.0: Family and Medical Leave Act](#)

[Family and Medical Leave FAQs](#)

[Request for Family and Medical Leave](#)

[Family and Medical Leave 15 Day Memo](#)