Leave of Absence Flowchart

Step 1
Employee notifies supervisor/HR within 30 days or as soon as an LOA is anticipated by completing and submitting a Leave Request Form.

Step 2
Within 5 business days of receipt of Leave Request Form, HR provides employee with a Leave of Absence Eligibility Notice.

If employee IS eligible

If employee IS NOT eligible

Step 3
HR provides employee with:
- Notice of Employee Rights and Responsibilities
- Medical Certification form *
- FMLA/OFLA Policy
- PLO Policy
(*if required)

Step 4
Employee has 15 days to submit a completed Medical Certification form (if required)

Failure to return certification

Step 5
Within 5 business days after receipt, HR notifies employee and manager if leave of absence is approved for FMLA and/or OFLA.

Leave reason not approved for FMLA or OFLA

Step 6
HR will notify the employee and manager of the process to report protected leave time to HR for tracking of protected time off.

STOP!
Leave is not protected. Employee may discuss other options with HR