

EMPLOYEE PROCEDURES FOR REQUESTING FMLA LEAVE

Step 1 Complete the attached **FMLA Request Form**. The form must be filled out completely and submitted to HR or it will not be processed. Provide expected dates even if they are an estimate.

Step 2 Within five (5) business days of your **FMLA Request Form** submission, you will receive a **Notice of Eligibility and Rights and Responsibilities** along with one of the following certification forms:

- Birth and Bonding Certification
- Medical Certification for Employee
- Medical Certification for a Family Member
- Military Exigency Certification
- Service Member/Veteran Caregiver Certification

Carefully read the **Notice of Eligibility and Rights and Responsibilities** form as it informs you of all of your rights and responsibilities while out on leave as well as what to do when returning to work. **Upon receipt of these FMLA documents, you must follow the call out policy and email FMLA@medic911.com within 24 hours, in the event you are out of work due to FMLA reasons.**

Step 3 The **certification form** (one of the five referenced above) must be completed in its entirety and submitted to HR within 15 calendar days of receipt. The following forms include a required certification from a health care provider:

- Medical Certification for Employee
- Medical Certification for a Family Member
- Service Member/Veteran Caregiver Certification

If forms are not submitted within 15 calendar days, your FMLA leave may be delayed or denied. Forms may be submitted using the following methods:

Mail: Mecklenburg EMS Agency
Attn: Human Resources
4425 Wilkinson Blvd
Charlotte NC 28208

Secure Fax: 704-943-6098

Email: FMLA@medic911.com

Step 4 Within five (5) business days of having enough information to determine whether the leave is FMLA qualifying, you will be emailed a **Designation Notice**.

Step 5 If your leave extends beyond 25 consecutive days, contact a member of Human Resources for information on Short Term Disability.

Step 6 Always communicate your leave plans and any status updates with your supervisor. Always provide updated information regarding your leave via email to FMLA@medic911.com as required and detailed on the **Notice of Eligibility and Rights and Responsibilities**.

Step 7 Refer to the **Notice of Eligibility and Rights and Responsibilities** throughout the course of your leave of absence to ensure you are following all required procedures.

Please be advised that your time off cannot be approved nor protected under the provisions of the FMLA (if eligible) if you do not complete your responsibilities as outlined in this document, including all required forms and information referenced above.