

## Employee Guide & Checklist for FMLA

### Request time off work

Provide at least 30 days advance notice of an anticipated FMLA leave. It is understood that under some circumstances, it is not practical to provide 30 days' notice. In these cases, you must provide notice as soon as practical, normally within two business days after knowledge of the need for leave.

Follow your department's normal procedure for requesting time off work. Communicate to your supervisor the need for leave and approximate duration thereof (it is not necessary to disclose the medical condition to your supervisor or your coworkers.)

### Request for Leave of Absence (LOA)

- Fill out the [FMLA Leave of Absence Form](#).
- The following items MUST be included on the form in order for HR to process your request for leave:
  - Indicate the start and end date of your leave (if dates unknown, provide estimates).
  - Identify type of leave requested (LOA – continuous or intermittent, or a reduced work schedule). For intermittent leave, identify frequency and duration of leave needed.
  - Identify reason for request.
- Send a signed copy of the completed form to Kira Poulson [kpoulson@uwyo.edu](mailto:kpoulson@uwyo.edu), Wyoming Hall 150, FAX: 307-766-5636.
- Read the [University of Wyoming Employee Handbook](#) regarding FMLA & Donated Sick Leave.

### Certification of Health Care Provider Form

- Receive Notice of Eligibility and Rights & Responsibilities, and FMLA packet at your home address.
- Complete employee information on Part 1 of the form.
- Give entire form to your Health Care Provider for completion of Part 2 (NOTE: for continuous or intermittent leave requests, an estimate of the intermittent frequency, duration, and **start and end date** must be provided. "Unknown" for duration will not be accepted).
- Return the completed form within 15 calendar days once received directly to Kira Poulson, HR, Wyoming Hall Room 150, FAX 307-766-5636 (The deadline may be extended if you failed to provide the information despite your diligent, good-faith efforts).

## Additional Arrangements

- Stay in communication with Kira Poulson in Human Resources via phone or email. Please see the Notice of Eligibility and Rights and Responsibilities for how often to contact Human Resources during your absence.
- Contact your department to discuss use of leave and how leave reports will be filled out during your Leave of Absence.
- Contact UW HR Benefits office to turn in the [Employees' Group Insurance Benefit Application](#) & [Employees' Group Insurance Voluntary Benefit Application](#) to add a new baby to health, dental and vision if applicable.
- If you begin FMLA on a different date than indicated on the FMLA paperwork, notify Kira Poulson in Human Resources of the new date.
- Notify Human Resources of any change in your status, i.e., returning earlier or later than originally planned.
- If it is necessary for you to take more FMLA leave than you originally anticipated, notify Kira Poulson, [kpoulson@uwyo.edu](mailto:kpoulson@uwyo.edu), 307-766-4220 in Human Resources. You will be asked to provide documentation to support the extension.
- If circumstances of your leave change and you are able to return to work prior to the expected date of return, notify Kira Poulson. A Fitness for Duty Form must be received prior to your return to work.
- If FMLA is approved, the university requires that you exhaust all forms of accumulated paid leave, such as sick, vacation, and compensatory time before you can use donations or go into a non-paid status.
- If you want donated sick leave, complete the [Sick Leave Donation Request](#) **PRIOR** to your return to work if requesting donations and return request to Kira Poulson.

## Return to Work

- If you are out for your own serious health condition, you will need to provide the university with the Fitness for Duty Certification form **PRIOR** to your return to work. **Return, scan or fax forms directly to Kira Poulson, [kpoulson@uwyo.edu](mailto:kpoulson@uwyo.edu), Wyoming Hall 150, FAX 307-766-2438.**

### Human Resources FMLA Contact Information

Kira Poulson  
[kpoulson@uwyo.edu](mailto:kpoulson@uwyo.edu)  
Wyoming Hall 150  
307-766-4220  
Fax: 307-766-5636