

Rights and Responsibilities under the FMLA

Employee

- SUNY Geneseo defines the 12 month period to track FMLA as the calendar year January to December
- You will be required to provide medical certification from a health care provider on form WH380E or WH380F
- You have the choice to use your accruals to stay in a paid status while on FML
- You will maintain your health benefits while on FML in a paid status. At any point during the 12 weeks you are placed on leave without pay you will be responsible for your portion of the premium payment
- Upon a doctors full clearance you will return to your previous job station

Steps to file for FMLA

1. Complete the Leave Request Form. To obtain this form, please visit: <https://www.geneseo.edu/hr/Forms>. If you do not have online access you may obtain a hardcopy of this form from your immediate supervisor or call Human Resources at 585.245.5616.
2. Check time accrual banks as necessary if requesting FMLA paid leave. Clearly indicate how you wish to charge any accumulated leave accruals. For eligible employees, include any request for sick at ½ pay or additional sick leave.
3. Submit leave request form to supervisor for review and signatures, to be forwarded to Human Resources.
4. Request from your health care provider, all appropriate medical documentation. Please use the Certification Health Care Provider Forms (WH380E or WH380F).
5. Submit medical documentation (WH380E or WHE80F) to Human Resources within 15 calendar days of medical event.
6. Provide a Return to Work documentation to Human Resources **48 business hours prior to returning to work**. This form can be found at: <http://www.geneseo.edu/hr/forms-0>.