

## FMLA Procedure Checklist

Whether it is a family member that needs your assistance, a personal medical concern, or a blessed new addition to your family, PUC is here to help. In order to help you move forward with your FMLA leave, please follow the checklist below:

1. **Request for FMLA Leave** – Complete and submit this form to Human Resources at least 30 days before you hope to begin your leave. This form specifies eligibility, dates of leave, and paid leave to be taken.
2. **Certification of health care provider for employee's/family member's serious health condition**  
Give this form to your healthcare provider. Work with your provider to submit completed form to Human Resources within 15 days.
3. **Designation Notice** - You will receive this notice from HR to tell you if your request for leave has been approved. If you are not eligible, they will provide a reason for the ineligibility. You will also be given the **Family and Medical Leave Act Rights and Responsibilities** notice explaining your eligibility and expectations.
4. **State-funded financial assistance forms** -
  - a. **SDI Claim for Disability Insurance Benefits** (green form) – for personal medical leave or pregnancy; up to 55% of pay package for 8-12 weeks. Faster method: apply online at [www.edd.ca.gov](http://www.edd.ca.gov) (see attachment for directions)
  - b. **PFL Claim for Paid Family Leave Benefits** (yellow form) - for family medical leave or baby bonding; up to 55% of pay package for 6 weeks. Faster method: apply online at [www.edd.ca.gov](http://www.edd.ca.gov) (see attachment for directions)
5. **Begin FMLA leave.** PUC requires bi-weekly reports on the employee's status and intent to return to work via email or phone. If you are receiving SDI or PFL, PUC will adjust your pay package to 45% two weeks after you begin leave. In order to coordinate payment accurately, please bring in or mail statements from the EDD as soon as you receive them.
6. **Fitness-for-Duty Certification (doctor's note)** – If you are taking FMLA for a pregnancy or personal medical reason, you are expected to return to work when released by a health care provider. You will need to provide a fitness-for-duty certification (doctor's note) before returning to work. The fitness-for-duty certification must be signed by a health care provider.