

FML Paperwork – Instructions

1. Employee fills out the Request (page 1)

2. Doctor fills out the Certification (page 2)
 - Upon completion of section 1 (Birth), section 2 (Employee Illness), or section 3 (Family Member Care), doctor must also fill out the bottom section (Health Care Provider Information).

 - If the FML request is for section 4 (Adoption), or section 5 (Military), be sure all official documentation is provided.

Health Care Provider Information (bottom section) will be omitted in these cases.

3. Return all forms to the HR Department as quickly as possible upon your request.

4. The Fitness-For-Duty (page 3) will be filled out by your doctor and turned in to us upon your release to return to work.
You can give it to them along with the Certification (page 2), however, just remember to get it filled out when you are released.

5. The FMLA Rights and Responsibilities page is for your information – for you to keep.

Thank you

