

Employee's Responsibilities for FMLA/LOA

- Submit a completed **LOA Request Form** to manager. For foreseeable leave, you must give thirty (30) days advance notice. For unforeseeable leave, you must give notice as soon as practicable (i.e. the day you find out of the need for leave or the very next day).
- Know the difference between Intermittent (leave taken in separate periods of time for one illness/injury) and Continuous Leave (one block of time, greater than 3 consecutive calendar days) and make the correct selection on the **LOA Request Form**. An incorrect selection could delay potential short term disability benefits if such is indicated for your leave.
- Provide your health care provider with the **Certification of Health Care Provider** and current job description. The job description is not necessary for leaves to care for a family member.
- Submit a completed **Certification of Health Care Provider** to Employee Relations department by due date given on Eligibility Notice. This is within 15 days of receipt of **LOA Request Form** in the Employee Relations department.
- Provide manager with return to work status (not medical condition or specifics about your condition) every thirty (30) days you are out for a continuous leave.
- Provide manager with 48 hours notice of intent to return to work (required!).
- Have your provider complete the **DH Release to Return to Work** form. Make sure your provider has a copy of your job description prior to his or her completion of this form.
- Appropriately code your timecard with FML codes (See **How To Code Timecard**).
- **It is your responsibility to let your manager know how to code your timecard while you are out. This is specifically for continuous leaves (See How To Code Timecard).**
- Read and understand the Denver Health Standard Return to Work Process.
- Present the **DH Release to Return to Work** to your manager **before** your return to work (Not necessary for intermittent FML).
- You are responsible for usual and customary call-in procedure when calling out for intermittent FML. You must tell your manager your absence is related to your FML. **Please note: FML is not an excuse for tardiness.**
- For intermittent or reduced leave schedule for planned medical treatment, employee must make a reasonable effort to schedule treatment so as not to disrupt unduly the employer's operations.