

Steps for the FML/Leave of Absence Process

1. An employee informs management of their need for FML or some type of Leave of Absence (birth of a child, medical leave, personal leave, educational leave, military leave, etc.).
2. Management directs the employee to the Pulse to obtain the **LOA Request Form** and the **Certification of Health Care Provider** (only necessary for medical leaves and births) and the **DH Release to Return to Work**. These forms are located on the Employee Services subsite on the Pulse. The path is Human Resources → FMLA & Leave of Absence.
 - a. Important! Short Term Disability (STD) forms are not available on the Pulse. Employee Relations will screen the leave request for eligibility and forward the forms to the employee if necessary.
3. If the employee is not currently at work, management directs the employee to Denver Health's external site: DenverHealth.org ("For DH Employees" tab) for the forms and other information.
4. Management provides the employee with a blank copy of their job description. Blank job descriptions can also be found on the Human Resources subsite on the Pulse. Employees will present the job description to their provider, not the Employee Relations department. ***It is important that the provider have good knowledge of the employee's job duties before returning the employee to work. The job description is not required for leaves to care for a family member.***
5. The employee completes the **LOA Request Form** immediately and presents to manager for signature and verification of completeness. If the employee is unable to complete the **LOA Request Form** due to emergency or incapacity, the manager is responsible for submitting this form to the Employee Relations department on the employee's behalf. Please make note on the form if the employee is unavailable for signature.
6. After reviewing and signing the **LOA Request Form**, the manager will forward the form to the Employee Relations department by scanning to his/her DH email and forwarding to LOAFMLProcess@dhha.org with a read receipt requested. This is so managers have record that Employee Relations has received the request.
7. The employee gives the **Certification of Health Care Provider** and job description (if for their own condition) to the provider.
8. Within 5 business days of receipt of LOA request form, employee (manager copied) will receive Notice of Eligibility/Rights & Responsibilities from Employee Relations department. **This notice only confirms eligibility of FML. It is not the official approval of leave.** Management and employee are responsible for maintaining copies for their records.
9. Employee must provide **Certification of Health Care Provider** to Employee Relations by due date stated on Notice of Eligibility/Rights & Responsibilities. **Certification form should not be given to management or kept in department files.** This Certification form is sent directly to the Employee Relations department. Completed Certification of Health Care Provider forms coming directly from providers can be faxed or mailed.
10. If no **Certification of Health Care Provider** has been received by Day 10 (of LOA request received), employee and manager will receive an automated reminder email. Management will follow-up with the employee regarding, even if they are out.
11. Once **Certification of Health Care Provider** is received by Employee Relations department, the employee (manager copied) is notified within 5 business days with a Designation Notice as

to whether they were approved or denied leave. Management and employee are responsible for maintaining copies for their records.

12. Employees on continuous leaves are **required** to provide a verbal leave status update (not medical information) to their manager **every thirty (30) days** in order to keep their manager informed of their situation.
13. Employees on intermittent leave must follow standard department call in procedures and abide by the frequency and duration determined by their provider (noted on the Designation Notice).
14. Employees on continuous leave **must** provide manager with 48 hours return to work notice.
15. Employees returning to work from a continuous leave for their own condition must also provide to their manager the **DH Release to Return to Work** form **before they are allowed to return to work**. Please remember that the provider **must** review the job description before completing this form.
16. Manager scans **DH Release to Return to Work** form to Employee Relations department at LOAFMLProcess@dhha.org with a read receipt requested.
17. Full duty/no restrictions = employee back to work.
18. Employee released with restrictions with which department cannot work = no work; employee sent home.

The manager is to send the employee home and contact the LOA Representative immediately via email (LOAFMLProcess@dhha.org) with "URGENT: RTW with Restriction" in the subject line and give details in the body of the email.

19. Management will be contacted by the LOA Representative with further instruction regarding the employee.