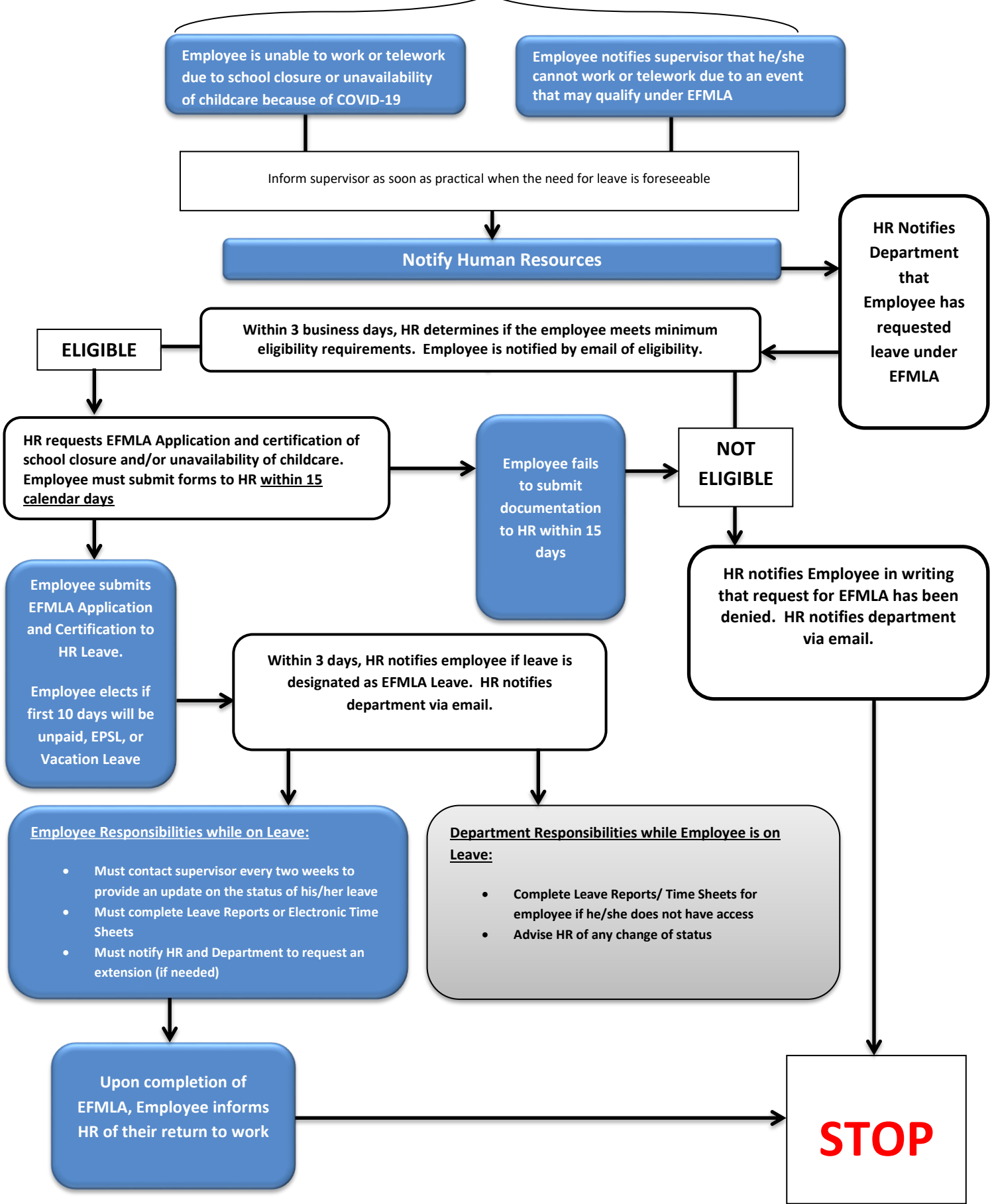


- Employee Responsibility
- Department Responsibility
- HR Responsibility

# EFMLA PROCESS

START



**ELIGIBLE**

**NOT ELIGIBLE**

STOP

Employee Responsibilities while on Leave:

- Must contact supervisor every two weeks to provide an update on the status of his/her leave
- Must complete Leave Reports or Electronic Time Sheets
- Must notify HR and Department to request an extension (if needed)

Department Responsibilities while Employee is on Leave:

- Complete Leave Reports/ Time Sheets for employee if he/she does not have access
- Advise HR of any change of status

Upon completion of EFMLA, Employee informs HR of their return to work