

# FREQUENTLY ASKED QUESTIONS

## NOTICE BY EMPLOYEE/RESPONSE BY METRO

### **1. How much notice do I have to give my supervisor before I take FMLA leave?**

Employees seeking FMLA leave are required to provide their supervisors and/or their HR Coordinator with at least 30 days WRITTEN notice of the proposed leave. The FMLA request form can be obtained from your department's HR Coordinator. Where advanced notice is not possible, such as in the event of a medical emergency, notice should be given as soon as possible. Failure to give advance notice, where the need for leave is foreseeable, may delay or postpone the commencement of the leave, or result in denial of FMLA leave.

### **2. What proof must I submit to validate my request for FMLA leave?**

Medical certification from a health care provider will be required if FMLA leave is based on a serious health condition of an employee or family member. Metro also requires medical certification if the FMLA leave is due to the birth of a child. Failure to provide medical certification may result in a delay or denial of the employee's leave.

### **3. How long do I have to obtain the medical certification form from a health care provider?**

The medical certification must be provided within fifteen (15) calendar days of Metro's request.

### **4. What happens if my "medical condition" is in question?**

You may be asked questions to confirm whether the leave qualifies for FMLA. Metro may have its own health care provider contact your health care provider to clarify information in the medical certification or to confirm that the health care provider completed it. If Metro wants to obtain another opinion, you may be required to obtain additional medical certification(s) at Metro's expense before your leave is approved. After leave is approved, if a question arises, you may be required to obtain a recertification from your provider, at your expense. You may be required to submit periodic reports on your status and intent to return to work after your leave begins.

**5. When should an eligible employee's absence be designated as FMLA leave?**

Within five (5) business days after receiving a complete, sufficient certification, (or, if no certification was requested, after sufficient information is provided indicating a need for FMLA-qualifying leave), the department should provide notice to the employee that the leave is or is not being designated as FMLA leave.

**5. What does an employee have to show to prove that he or she is "needed to care for" a family member?**

The employee will be required to provide a medical certification that establishes that the employee is needed to care for the family member. The Certification of Health Care Provider form is sufficient.