

**UC DAVIS CAMPUS**  
**EMPLOYEE CHECKLIST**

*(double-click checkboxes and select 'Default Value: checked' to check box)*

- EMPLOYEE REQUESTS LEAVE**  
Request must be made 30 days in advance of leave date if feasible, or as soon as need for leave is known if less than 30 days.
- DEPARTMENT DETERMINES ELIGIBILITY FOR FMLA LEAVE**  
Employee must have at least 12 months of University service (need not be continuous) and at least 1,250 hours actually worked in the 12 month period immediately preceding commencement of the leave (hours actually worked includes overtime, but does not include holiday, vacation, sick leave, or other paid leaves).
- DEPARTMENT NOTIFIES EMPLOYEE OF ELIGIBILITY AND RIGHTS**  
Provides notification within five (5) days of receipt of leave request; requests medical certification of the need for leave.
- EMPLOYEE SUBMITS STAFF LEAVE REQUEST FORM**  
Employee completes employee section of [Staff Leave Request Form](#), attaches the medical certification if available, and gives it to the supervisor or the department payroll processor. The department and the employee plan the use of accrued leave and employee works with department to schedule the leave so as to cause the least amount of disruption to the department.
- DEPARTMENT VERIFIES AND COMPLETES STAFF LEAVE REQUEST FORM**  
Department checks form for accuracy, and completes the designation of leave section ensuring compliance with applicable policy or collective bargaining agreement language. Department sends a copy of the leave request form to the Benefits Office and returns the completed and signed original to the employee within 5 work days. The Benefits Office will contact the employee if needed regarding payment of group insurance contributions.
- EMPLOYEE PROVIDES APPROPRIATE MEDICAL CERTIFICATION**  
Employee provides certification within 15 days of department request, or notifies department if extra time is needed. If certification is unclear or incomplete, department requests additional information.
- DEPARTMENT PROVIDES EMPLOYEE WITH DESIGNATION NOTICE**  
Within 5 days of employer receiving sufficient information regarding qualification of leave, supervisor provides written notification of designation and return to work information to employee.
- EMPLOYEE NOTIFIES DEPARTMENT OF CHANGES DURING LEAVE**  
Employee notifies department if any change in return to work date is anticipated. If a leave extension is needed, the employee should notify the department as soon as possible, and must provide an updated medical certification for the extension prior to the original return to work date.
- EMPLOYEE RETURNS TO WORK**  
If previously requested, employee must provide [Return to Work Certification](#) prior to return to work.
- EMPLOYEE CONTACTS THE BENEFITS OFFICE**  
Employee calls Benefits to verify that all enrollments remain active.
- RESOURCES**  
For additional information employee may view the FMLA poster located in the department, or contact the department human resources. Employee may also review the applicable policy or collective bargaining agreement at <http://www.hr.ucdavis.edu/Elr/Policy>.