Employee requests leave for medical reasons

1. Determine Employee's FML eligibility

2. Confirm FML entitlement has not been used up

3. Provide Notice of Eligibility and Rights & Responsibilities

4. Receive the Physician's Certification from employee

5. Provide the Designation Notice
   - Within 5 days of receipt of certification

6. If exempt, sign the Workweek Agreement
   - Follow up when incomplete or not received in 15 days

7. Track FML time used

8. Get a Return to Work Certification before Employee returns to work

Visit www.hr.ucsb.edu/disability for more info