



FMLA Process Flow Chart

Step 1

Review Einstein's FMLA
Policy and contact the
Benefits Office to inform
them that you require
leave.



Step 2

You will receive a **Notice of Eligibility, Rights and Responsibilities** from the
Benefits Office explaining
which Medical Certification
Forms you need complete.



Step 3

Return the completed Medical Certification Forms to the Benefits Office within <u>15</u> calendar days.

Step 4

You will receive a Designation Notice from the Benefits Office to advise you of the status of your FMLA request.

If additional information is requested by the Benefits Office, you must provide it within <u>7</u> calendar days.

APPROVED

Refer to the FMLA Policy for conditions regarding:

- substitution of paid leave;
- continuation of benefits;
- communication;
- recertification;
- return to work; and more.

NOT APPROVED

The **Designation Notice**will state the reason(s) why
the request was denied.
Consider alternative
options and utilize support
resources.

Contact and Additional Information

Benefits Office:

P: (718) 430-2547 F: (718) 430-3736

E: benefits@einstein.yu.edu

Support Resources:

1199 SEIU Member Assistance Program (646) 473-6900

Employee Assistance Program (888) 293-6948

Policy & Information:

The FMLA Policy is accessible on the <u>Human Resources</u> webpage.

A flow chart regarding FMLA Substitution of Paid Leave is also accessible on the <u>Human Resources</u> webpage.

This information is provided as a general guide only and shall not supersede Einstein's FMLA Policy.