

FMLA Leave Process

STEP 6: Returning to Work

Before an employee may return to work from continuous leave due to their own health condition, they must provide a return to work form. This form will be uploaded in Workday when the Return to Work process in Workday is completed by the HRP, Supervisor or Employee.

STEP 5: Case Management

DAS Leave Manager remains in contact with all parties during leave and provides ongoing communication in Workday and outside of Workday specific to the employee's FMLA leave.

The DAS Leave Manager will approve all FMLA Time Offs each pay period. An employee's use of FMLA will be compared to the parameters provided by the healthcare provider on the CHCP. Any discrepancies will be reviewed with the employee.

STEP 1: Initiating FMLA Leave Request

Employees must request a leave of absence within Workday up to 30 calendar days prior to an FMLA-qualifying absence or 2 business days after the start of the absence.

Before taking continuous FMLA leave or as soon as possible, employees should contact their Manager/Supervisor or HR for a copy of their Job Description/Essential Functions (for absences due to employee health conditions).

STEP 4: FMLA Notification

DAS Leave Manager sends determination notification to the Employee, Manager/Supervisor and HR within 5 business days of receiving completed paperwork.

STEP 2: Eligibility & CHCP

Following the absence request, the employee will receive a "To Do" in their Inbox to acknowledge their FMLA Rights & Responsibilities and confirm their dates of leave.

The Leave Manager will check employee eligibility and send appropriate Certification of Healthcare Provider (CHCP) within 5 business days.

Certification forms must be completed by the employee and healthcare provider and returned to the DAS Leave Administration Team within 15 calendar days. (A 10-day extension at the employee's request if circumstances warrant.)

STEP 3: FMLA Determination

DAS Leave Manager receives completed CHCP forms and makes FMLA determinations within 5 business days.

If the paperwork is received but is incomplete or unclear, the DAS Leave Manager will reach out to the healthcare provider to clarify, if the employee has signed an authorization form. If the employee has not signed an authorization form, the DAS Leave Manager will return the CHCP with a 7-day cure notice to the employee.

(CHCP not required when Sedgwick verifies Work Comp claim.)

Once a claim is denied, it may be overturned if completed paperwork is received.

DAS Leave Administration Team

Office: (515) 72L-EAVE, Fax: (515) 242-5070,
Email: LOA@iowa.gov Mailing Address:
Hoover Building Level A 1305 East Walnut
Des Moines, IA 50319

DAS HRE FMLA Webpage:

<https://das.iowa.gov/fmla>



**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*