



Employee FMLA Checklist

Submit your FMLA leave application

Receive an eligibility email from HR

Complete the certification form

Return to completed form to HR

Receive notice of approval or denial

Submit your leave in the leave system

Communicate with HR & Supervisor

Doctor completes a return to work form

Communicate return to work plans with HR & Supervisor. Upload certification form to myfmla.usu.edu

