

How To Apply For FMLA leave. Follow These Steps.

1

Apply for FMLA Leave

Visit www.MyFMLA.usu.edu to start the application process.

2

Receive Eligibility Notice

HR will notify you about your eligibility status for FMLA after reviewing your application.

3

Complete Health Care Provider Form and Return It

Your doctor needs to complete the Health Care Provider form. Ensure this is done and return the form to HR within 15 calendar days. The form will be emailed and can be found at www.MyFMLA.usu.edu.

4

Receive Approval/Denial Notice

You will receive a notice regarding the approval or denial of your FMLA request.



FMLA Leave Steps Continued...

5

Enter Leave in System

All employees need to enter leave in the appropriate system. For example most employees use www.MyTime.usu.edu. Otherwise, if you work for Facilities in Logan use the **AIM System**. Please use the FMLA leave codes in MyTime.

6

Communicate with HR and Your Supervisor

Keep open communication with HR and your supervisor regarding your FMLA leave, any updates, or changes in your situation.

7

Complete Return to Work Form

Before returning to work, have your doctor complete a return to work form. HR emailed it to you. Submit the completed by visiting www.MyFMLA.usu.edu.

8

Communicate Return to Work Date

Inform your supervisor and HR about your return to work plans.