

Family & Medical Leave (FML) Checklist

Employee Name: PID: Department: Supervisor:

Employee Eligibility: Employee has worked at least 12 months for Fairfax County Government. Employee has worked at least 1,250 hours over the previous 12 months before the date when the leave is requested to commence. Employee eligible for FML, if 'Yes' to both of the above.

FMLA Leave Balances: Initial FMLA Begin Date:

FML Leave used during current FML year: weeks days hours

FML Leave available during current FML year: weeks days hours (Maximum of 12 weeks or 480 hours based on 40 hour workweek and prorated accordingly.)

(Date) Process Checklist for employee requesting FML

Table with 2 columns: (Date) and Process Checklist for employee requesting FML. Rows include: Notice of Eligibility, Rights & Responsibilities; Certification of Health Care Provider; Certification of Qualifying Exigency; Certification form returned; Designation Notice; FML Certification Info Data Sheet; Time & Attendance record; Notification of FML Expiration; FML Fitness-for-Duty Certification.

Additional Comments: