



FMLA WHAT TO DO AS AN EMPLOYEE

Rev: 6

Date: 1/27/2022

CONTACT HUMAN RESOURCES AT 954-828-5395

For information regarding FMLA procedure and required documentations for any pre-planned surgeries, newborn baby, self or family member illness or injury, hospitalization and inability to work for more than 3 days.

SUBMIT THE REQUIRED PAPERWORK WITHIN 15 DAYS

- Certification of Health Care Provider form must be submitted to HR **from the health care provider** via fax at 954-828-5388 or employee may upload documents through <http://fms.fortlauderdale.gov/> (login is your City windows credentials).
- **DO NOT SUBMIT OR EMAIL MEDICAL DOCUMENTS TO YOUR DEPARTMENT.**
- Ensure your healthcare provider has answered **ALL** questions on the certification prior to submitting (FMLA leave may be denied for incomplete certification).
- HR will send notification of the FMLA status **within 5 days** from receipt of the completed Health Care Provider Form.

ACCESS TO THE FORMS

- [Laudershare/HR/ Family-Medical-Leave-Act](#)

- Employee FMLA Request Form

For the Healthcare Provider:

- Employee's Serious Health Condition
- Family Member's Serious Health Condition
- Qualifying Exigency
- Current Servicemember for Military Caregiver
- Veteran for Military Caregiver Leave
- FMLA Return to Work Form

RECORD AND TRACK YOUR TIME

- If FMLA leave is taken intermittently, **YOU MUST REPORT YOUR ABSCENSE AS FMLA** to your immediate supervisor and timekeeper when leave is to be coded FMLA.

SUBMIT RETURN TO WORK FORM

- If leave is taken continuously, **you must submit the return to work form to HR at least one (1) week prior to returning to work.**
- If the form lists work restrictions, the restrictions will need to be reviewed by HR to evaluate your ability to return to work with limitations.
- For ADA accommodations, please contact the Office of Professional Standards at 954-828-4934.