Supervisor or employee notifies Dept of absence for employee's health condition (10 or less work days or intermittent) or for a family member's condition.

Dept Notified

Dept speaks with EE to determine nature of illness/absence.

EE or Dept completes DOL Form WH-380-E (on UHR website) if necessary.

Dept tracks short-term sick/family care paid time.

Dept Meets with EE:

- If not completed in previous notification of illness/absence:
  - Form completed DOL Form WH-380-E
  - Complete FMLA Form 1310
- Informs of suspension of FMLA leave if applicable

Dept/HR Prepares FMLA LTR

DOL Form returned?

Yes: Dept sends reminder and provides additional time.

No: Dept/HR Prepares FMLA LTR

If absence is for:

1) Employee's own condition and:
   1) Employee's own condition (A) 10 or fewer work days or intermittent or (B) intermittent
   2) Employee's own condition (A) 10 or fewer work days or intermittent for 1 or more work days or intermittent

2) For absences related to a family member's serious health condition

Employee requires time off for medical condition involving:

- 10 or less work days
- Intermittent time off
- To care for a family member with a medical condition in need of care at home