



Family and Medical Leave: Required Paperwork for Employee

Your absence due to your serious health issue may qualify for benefits under the Family and Medical Leave Act (FMLA) of 1993. This letter is to advise you of your rights and the steps necessary for you to take in order to begin the FMLA request process.

FMLA is a federal law that protects your job and benefits while you are on leave; it provides 480 hours/12 weeks of job and benefit protection; it does not guarantee pay and it does not provide additional leave hours. You are required to use your accrued leave before going into an unpaid status, if applicable, and these hours run concurrently with FML. The paperwork is required to determine if the circumstances qualify for FML and to accurately determine if the circumstances qualify for the use of sick leave, vacation leave and/or unpaid leave. Please be assured this paperwork is kept separately from your personnel file and all medical information is confidential.

To request leave under FMLA there are certain documents required. Attached are three forms: (1) the *UHV Family and Medical Leave Request*; (2) the *Certification of Health Care Provider*; and (3) *Authorization to Release Information*. Please complete the Family and Medical Leave Request and the Authorization to Release Information forms. Have your health care provider complete the Certification of Health Care Provider form. It is important to note that the health care provider will not complete the certification form without the completed authorization. All three forms must be returned to the Office of Human Resources within 15 days from the date provided or 30 days prior to the commencement of your leave. If you are unable to meet this deadline, please contact me.

After the documents have been reviewed, you will receive written notification regarding the outcome of your FMLA request. If you fail to return the forms as required, your absence may be ineligible for job and benefit protection under FMLA.

You are required to coordinate your absences and maintain regular communication with your immediate supervisor during the period of time you are on FML. Failure to maintain this communication could result in the cancellation of your remaining FMLA benefits.

Employee Rights & Responsibilities provides additional FMLA information and is attached for your review.

Please know that we are available to assist you with any questions. We welcome you to stop by our office or contact us at the contact information listed below.

Best regards,

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Fax: (361) 580-5509

Lauree Tomas
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Fax: (361) 580-5509

Office of Human Resources • Phone: 361.570.4801 • Fax: 361.580.5509



FMLA: Required Paperwork Instructions-Employee

You will complete:

1. FMLA UHV Request Form
2. Authorization to Release Info Form

Give your doctor:

1. Certification of Health Care Provider for Employee Form
2. FMLA GINA Notice to Health Care Provider
3. Signed Authorization to Release Info Form
4. Position Description

Your doctor will complete:

1. Certification of Health Care Provider for Employee Form

You will return to me:

1. FMLA UHV Request Form
2. Certification of Health Care Provider for Employee Form
3. Authorization to Release Info Form

All three forms must be returned to the Office of Human Resources within 15 days from the date provided or 30 days prior to the commencement of your leave. If you are unable to meet this deadline, please contact us. Forms can be returned to us via fax or scan/email. If you prefer, you can drop off the hard copy in the Office of Human Resources or mail the forms to us. Below is our contact information:

Devon Dueser
Payroll/Records Manager
DueserDV@uhv.edu
Phone: (361) 570-4803
Fax: (361) 580-5509

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University of Houston-Victoria
Attn: Office of Human Resources
3007 N. Ben Wilson St.
UHV West Building – Room 117
Victoria, TX 77901

Family and Medical Leave/Parental Leave Request Form

****To Be Completed by the Office of Human Resources***

Parental Leave Yes No Family and Medical Leave Yes No

****To Be Completed By The Employee***

Employee Information

Name _____ EMPLID _____

Home Address _____ City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ (Work) _____

Personal Email (if you will not check work email while out) _____

Department: _____ Supervisor's Name: _____ Work Ext.: _____

Work Schedule _____

Leave Request Summary

1) Is the qualifying condition due to the serious health condition of the employee? Yes No

2) Is the qualifying condition due to birth or placement of a child with you for adoption or foster care? Yes No

Please indicate: Birth Adoption Foster Care Anticipated birth or placement date: _____

3) Is the qualifying event due to Military Leave: ___Active Duty Leave___ Military Caregiver Leave? Yes No

Active Duty: Qualifying Exigency _____ Relationship _____

Military Caregiver: Certification of health care provider: Yes No Certification for next of kin: Yes No

4) Is the qualifying condition due to a serious health condition of child, parent, or spouse of employee? Yes No

If leave requested is for the serious health condition of a dependent, please give the following information:

Name _____ Relationship _____ DOB(if child) _____

5) Is this a joint application with a spouse who is also a UHV employee? Yes No

Family and Medical Leave/Parental Leave Request Form

**To Be Completed By The Employee*

Dates of Leave

- Continuous full-time leave, beginning ___/___/___ and ending ___/___/___.
- Dates to be determined and as approved by supervisor.
- Intermittent leave:
 - 1st period beginning ___/___/___ and ending ___/___/___.
 - 2nd period beginning ___/___/___ and ending ___/___/___.
- Dates to be determined as needed and as approved by supervisor.
- Combination of continuous and intermittent leave needed.
- Reduced schedule leave, beginning ___/___/___ and ending ___/___/___.

FTE reduced to: _____

Employee Agreement

I understand and agree to the following provisions as applicable:

- I have at least 12 calendar months of service with the State of Texas prior to the date of leave; and I have worked at least 1,250 hours for the State of Texas immediately preceding my leave. If less that amount, I am eligible for Parental Leave for the birth or placement of a child.
- I must exhaust all sick and vacation accrued leave while taking FML/Parental Leave. Once my paid leave is exhausted, I will be placed on leave without pay.
- After 12 weeks or the amount of approved leave, if I do not return to work or contact my supervisor or manager on or before the date intended, it will be considered that I abandoned my job.
- I will report periodically during the leave (at least once per week) to my supervisor on my leave status and intention to return to work.
- I will receive the state credit for health insurance during Family and Medical or Parental Leave and will be billed for any additional insurance premiums due. Should I fail to pay the additional premiums, my health insurance coverage will be changed to employee only level and optional coverage will be canceled. Continuation of group insurance is subject to the conditions and policies of ERS relating to coverage while on leave without pay.
- I must provide a release to return to work from my physician following my leave. Should I fail to do so, my department may deny restoration of my employment.

Employee Signature _____ Date _____

Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003
Expires: 8/31/2021

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

No Yes. If so, dates of admission:

Date(s) you treated the patient for condition:

Will the patient need to have treatment visits at least twice per year due to the condition? No Yes.

Was medication, other than over-the-counter medication, prescribed? No Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

No Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? No Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: No Yes.

If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? No Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? No Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?
 No Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? No Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?
 No Yes. If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**



FMLA Authorization to Release Information

TO: Dr. _____
(Attending Physician)

RE: _____
(Printed Name of Patient)

This is an authorization to release all information pertaining to my condition to the University of Houston-Victoria, Office of Human Resources. Please return the original with the Certification of Health Care Provider form and retain a copy with your records.

I understand that this authorization can be revoked at any time by me in writing, but it will not be retroactive for information previously released in good faith.

Patient Signature: _____

Date Signed: _____

Please return to: University of Houston-Victoria
Attn: Office of Human Resources
3007 N. Ben Wilson St.
UHV West Building - Room 117
Victoria, TX 77901



Notice to Health Care Provider

Genetic Information Nondiscrimination Act of 2008 (GINA)

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



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