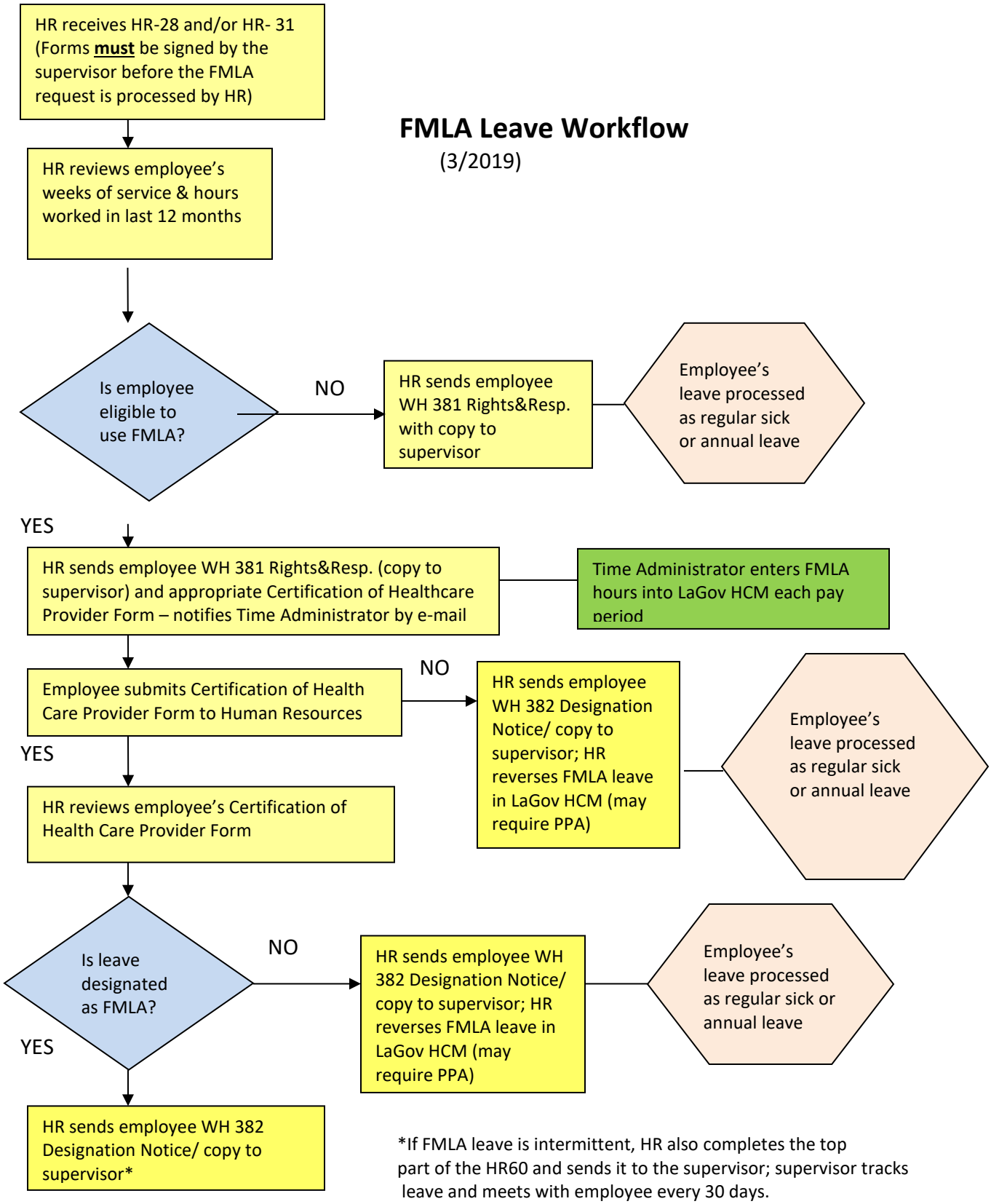
FMLA Leave Workflow

(3/2019)



*If FMLA leave is intermittent, HR also completes the top part of the HR60 and sends it to the supervisor; supervisor tracks leave and meets with employee every 30 days.