



## Standard Operating Procedure

**Procedure Title:** Family and Medical Leave Act

**Procedure #:** HR.010

**Revision #:**

**Unit Responsible:** Human Resources

**Individual Responsible:** Human Resources Director of Total Compensation,  
Employment, and HR Systems

**Effective Date:** 10/1/2021

**Initial Approval Date:**

**Last Review/Update Date:** 10/11/2021

**Next Review Date:** 10/1/2024

**\*Does this procedure support a Board Policy?** Yes

If yes, identify: [4.090-Family and Medical Leave Act](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria?** No

If yes, identify:

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation?** Yes

If yes, identify: [Family and Medical Leave Act \(FMLA\) of 1993](#)

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## Family and Medical Leave Act, Board Policy 4.090

### **1. Purpose**

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To outline the steps needed for employees seeking leave of absence under the Family and Medical Leave Act (FMLA).

### **2. Scope**

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This procedure applies to all employees.

### **3. Prerequisites**

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### **4. Responsibilities**

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1. Employees will complete and submit leave request forms and any needed healthcare certification forms whenever possible in advance of the need for FMLA leave time.
2. Supervisors will notify the Human Resources office when employees may have need for FMLA leave time and have not been approved for such absence.
3. Human Resources will coordinate the approval of FMLA requests and ensure maintenance of all confidential medical information.

### **5. Procedure**

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1. Employees who have advance knowledge of the need for absence for any FMLA qualifying reason will submit a Request for FMLA prior to the need for absence using the college issued request form on the Human Resources web site.
2. Employees who do not have advance knowledge of the need for absence will submit the Request for FMLA as soon as possible once the need for absence is known.
3. Supervisors of employees who may have need for absence under FMLA and have not been approved for absence will contact the Human Resources office.
4. Human Resources will provide information about FMLA and access to any needed forms to employees who may have need for FMLA absence and have not submitted paperwork to request such absence.

5. Employees will obtain the healthcare certification form for self or family from the HR web site and provide the form to the appropriate healthcare provider for completion.
6. The healthcare provider or employee will submit the completed healthcare certification form directly to the Human Resources Benefits Office.
7. Human Resources will provide required responses to employee requests for FMLA and will notify the employee's supervisor of the response.
8. Human Resources will maintain needed communication with the employee while on FMLA in order to facilitate pay and benefit processing.
9. Employees who are not eligible for leave under FMLA will be considered for non-FMLA leave pursuant to the terms of their applicable bargaining unit agreement or other practice.

## **6. Reference**

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Current leave request form and healthcare certification documents are available on the Human Resources web site at <https://www.lcc.edu/hr/forms/leaves-and-accommodations.html>.

## **7. Definitions**

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