FMLA FLOW CHART

Step One:

Provide all leave employee "entitled" to under law (FMLA, state law)



Step Two: Provide all leave

Provide all leave permitted under company policies

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Step Three:

Determine whether providing additional leave is necessary as a reasonable accommodation.



Step Eight:

Upon confirming documentation per step 4, administratively terminate and invite the employee to reapply when and if condition improves; Upon reapplication, you will consider employee for any available positions for which he/she is qualified, with or without reasonable accommodation.



Step Six:

If medical
documentation says
cannot return to
work in any position
indefinitely,
document this in
correspondence to
employee with
details of your
accommodation
process and leave
history.



Step Five:

If medical documentation contains restrictions on activities, consider whether you could modify non-essential duties or assign to vacant position.



Step Four:

If employee can return to work after limited additional leave per medical documentation, grant additional leave. Following FMLA period, you may not have to hold open position but would need to discuss options with legal.