Leave of Absence (LOA) Process

The University, as an employer, is responsible for complying with all Federal, State and local regulations and university policies. As such, we are obligated to determine an employee’s eligibility for Family Medical Leave Act (FMLA) leaves. All medical leave types include those related to the care of the employee, the employee’s family, including same-sex domestic partner.

The employee or supervisor is responsible for reporting any medical leave of absences to the Human Resources (HR) Leave Manager. Reporting a medical Leave of Absence (LOA) on a timely basis is imperative as the university must subscribe to Federal Regulations. The employee is required to submit his/her request for leave of absence 30 days in advance, whenever possible. The leave must be reported if it consists of the following: leave of four (4) or more consecutive days, intermittent leave or reduced schedule.

Employee:
1. Complete Leave of Absence (LOA) Request form available at: PantherSoft/Employee SelfServe/Employee Resources/Form/Benefits/Leave Request
2. Print out the LOA form and have supervisor sign to acknowledge the request
   a. Dean’s and Provost’s signatures are required for Faculty members only.
   b. Submit Attention: HR Leave Manager/Benefits PC 224
3. Upon submittal of the LOA request form, HR will provide the required medical certification form to the employee requesting the leave.
4. Once the required documents are received from the employee, a final designation (FMLA, non-FMLA, Medical etc.) letter is issued.

Supervisor/Department HR Liaison:
The supervisor/department is responsible for submitting the signed LOA form to HR. If the employee is unable to submit the form, the supervisor is responsible for submitting the form (located on PantherSoft: Manager SelfServe/Employee Resources/Form/Benefits/Leave Request) on behalf of the employee. All medical documentation is confidential and must be sent to HR; it must not be maintained by the department.

IMPORTANT: If an employee is out on a medical LOA, whose accruals at the time of the leave are few to none, in addition to the submittal of the LOA form to HR, an urgent email notification should be directed, by the supervisor, to Benefits Administration at benefits@fiu.edu.

Timecard Entry (PantherSoft):
1. The employee or department must enter leave hours in the employee’s timecard until HR has finalized and formally designated the leave in writing (email notification and postal mail).
2. Once the leave has been formally designated, HR will then commence entering leave hours in the employee’s timecard. The exception is for “Intermittent” leave designation.
3. The department will still be responsible for approving any leave time entered by HR in the employee’s timecard.

Return to Work:
1. An employee returning from a medical leave due to own condition (including employee out for four (4) or more days), is required to provide a medical release (dated no more than five days prior to returning to work).
2. If the employee does not provide this medical release, the employee is not allowed to return to work until the form is received in HR. The Leave Manager will send an email confirmation of the employee’s ability to return to work.