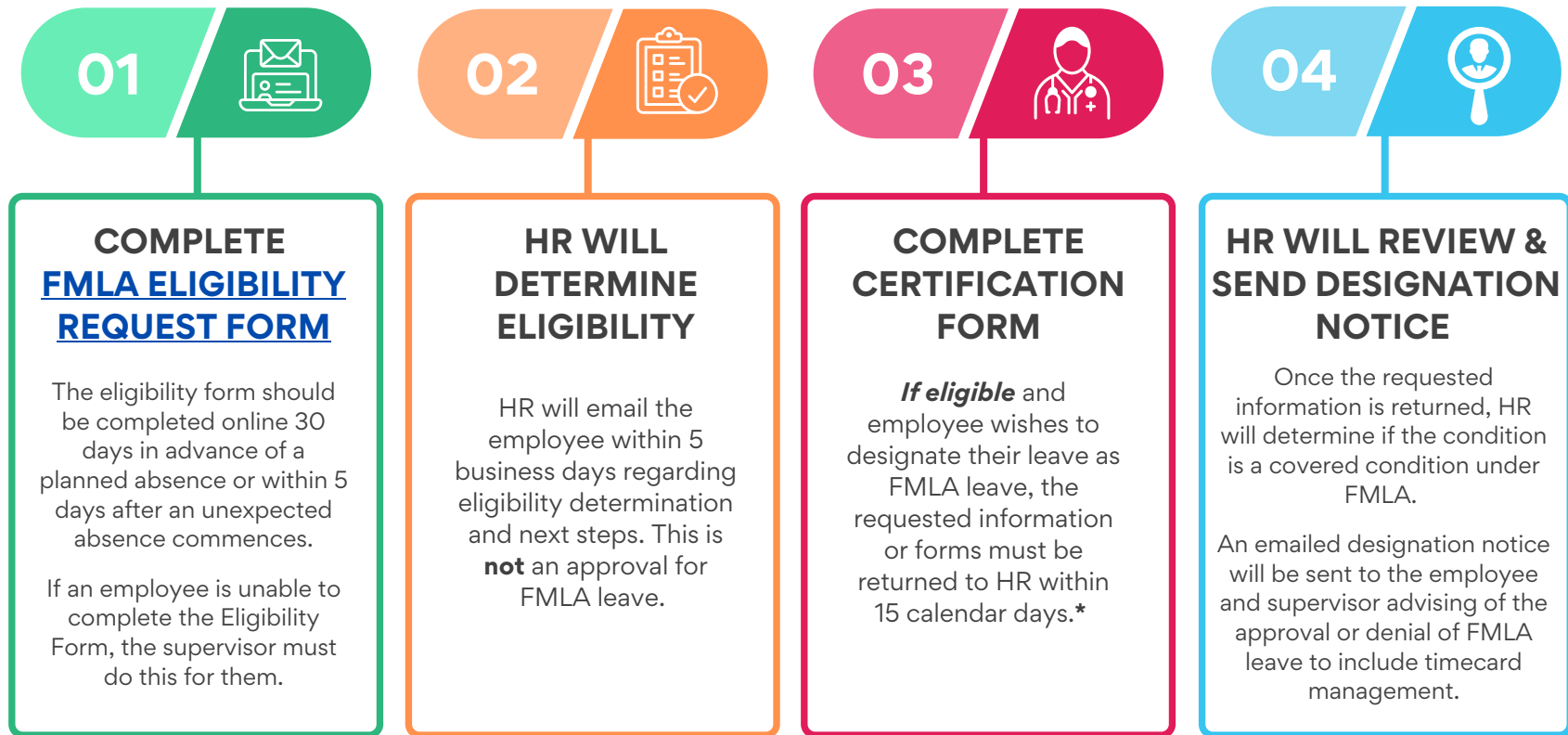




# THE FMLA LEAVE PROCESS




The federal Family & Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons.

**This chart provides general information to walk an employee through the initial request for FMLA leave. It is a step-by-step guide that will help navigate the sometimes complicated FMLA process.**



[EMPLOYEES.HENRICO.US/INFO/FMLA](https://employees.henrico.us/info/fmla)



 804-501-7371  
 FMLA@henrico.us  
 804-501-4426

*\*If the certification form is not returned to HR, the leave of absence is considered regular (non-FMLA) leave and documentation (i.e. doctor's notes, etc.) may need to be provided to the employee's department.*