

Steps for Establishing FMLA Policies and Procedures

- [Is your company covered by the Family and Medical Leave Act \(FMLA\)](#)
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- [Who is an eligible employee for purposes of FMLA Leave?](#)
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- [Determine how your company will measure the 12 month periods of employee eligibility](#)
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- [Establish clear procedures through which employees request leave](#)
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- [Provide Notice within 5 Business Days of an Employee's Request for Leave](#)
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- [Inform Employees Whether You Require a Certification](#)
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- [Clearly understand what leave qualifies as FMLA Leave](#)
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- [Determine how to handle leave requests from key employees](#)
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- [Establish a clear procedure for notifying employees that their leave qualifies as FMLA leave](#)
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- [Establish a procedure for employees on FMLA leave to maintain health benefits](#)
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- [Establish procedures to determine that an employee returning from FMLA leave is fit to return work](#)
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- [Establish a procedure for integrating the employee when he or she returns from leave](#)