

## FMLA Toolkit

This toolkit is designed to help you administer family and medical leaves, providing the essential employee memos, applications for leave, required federal notices, and a leave tracking Excel spreadsheet.

Does the law apply to your organization?

Federal FMLA	50 employees within a 75 mile radius
Wisconsin FMLA	50 employees (need not all be employed in Wisconsin)
Iowa Pregnancy Leave	4 or more employees (need not all be employed in Iowa)
Illinois Crime Victims Leave Act (VESSA)	15 or more employees (need not all be employed in Illinois)
Minnesota Parental Leave Act	21 or more employees at any one site in Minnesota

### Related Compliance Posters

- **Employee Rights and Responsibilities Under the Family & Medical Leave Act (Federal)**

Required of employers with 50 or more employees in 20 or more work weeks. Where an employer's workforce is not proficient in English, the employer must provide the notice in the language the employee speaks. The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. A poster must be displayed at all locations even if there are no eligible employees.  
<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

- **Family and Medical Leave Law (Wisconsin)**

Required of employers having 50 or more employees. Employers with 25 to 50 employees are required to post the family & medical leave policy they have established.  
[http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_7983\\_p.pdf](http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_p.pdf)

- **Your Rights Under Illinois Employment Laws (Illinois)**

Required of all Illinois employers (includes VESSA language).  
<https://www.illinois.gov/idol/Employers/Documents/flsposter.pdf>

- **Pregnancy Leave, Nursing Mothers (Minnesota)**

This is an optional flier.  
[http://www.dli.mn.gov/ls/Pdf/pregnancy\\_nursing.pdf](http://www.dli.mn.gov/ls/Pdf/pregnancy_nursing.pdf)

### Sample Policies

- [Family and Medical Leave Policy \(Federal Only\)](#)
- [Family and Medical Leave Policy \(Illinois & Federal\)](#)
- [Family and Medical Leave Policy \(Iowa & Federal\)](#)
- [Family and Medical Leave Policy \(Minnesota & Federal\)](#)
- [Family and Medical Leave Policy \(Wisconsin & Federal\)](#)
- [Wisconsin Bone Marrow and Organ Donation Leave](#)

### Leave Application/Notice to Organization

- [Application for Leave of Absence Form](#)

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

For further assistance call or visit [www.mranet.org](http://www.mranet.org), © MRA – The Management Association, Inc.

Wisconsin: 800.488.4845 • Minnesota 888.242.1359 • Northern Illinois: 800.679.7001 • Iowa & Western Illinois: 888.516.6357

- [Certification of Relationship \(Optional FMLA Administration Form\)](#)
- [Wisconsin FMLA Optional Form for Domestic Partner Relationship](#)

### **Determine Employee Eligibility**

- **Federal FMLA** - 12 months (need not be consecutive) and 1250 hours worked
- **Wisconsin FMLA** - 52 consecutive weeks and 1000 paid hours
- **Iowa Pregnancy Leave** - Effective day one of employment
- **Illinois Crime Victims Leave Act (VESSA)** - Effective day one of employment
- **Minnesota Parental Leave Act** - 12 consecutive months, 50% of full time position hours

### **Issue Mandatory Employee Notices (Issue within 5 business days of notification)**

- [Notice of Eligibility and Rights and Responsibilities \(DOL\)](#)
- [Notice of Eligibility and Rights and Responsibilities - Spanish](#)
- [FMLA Leave Request Cover Letter](#)

### **Medical Certification**

#### DOL Versions

- [Certification for Serious Injury or Illness of Current Servicemember - for Military Family Leave](#)
- [Certification for Serious Injury or Illness of Veteran - for Military Caregiver Leave](#)
- [Certification of Health Care Provider for Employee's Serious Health Condition](#)
- [Certification of Health Care Provider for Family Member's Serious Health Condition](#)
- [Certification of Qualifying Exigency For Military Family Leave](#)

#### MRA Samples

- [Certification for Serious Injury or Illness of Current Servicemember - for Military Family Leave](#)
- [Certification for Serious Injury or Illness of Veteran - for Military Caregiver Leave](#)
- [Certification of Health Care Provider for Employee's Serious Health Condition](#)
- [Certification of Health Care Provider for Family Member's Serious Health Condition](#)
- [Certification of Qualifying Exigency For Military Family Leave](#)
- [FMLA Adult Child Incapable of Self-Care Determination](#)

### **Issue Mandatory Designation Notice (Issue within 5 business days of notification)**

- [FMLA Designation Notice \(DOL\)](#)
- [FMLA Designation Notice \(MRA\)](#)
- [FMLA Designation Notice - Spanish \(MRA\)](#)
- [No Return of FMLA Packet Forms Letter](#)
- [FMLA Denied - Paperwork Not Returned](#)
- [Failure to Return from FMLA Letter \(Caretaking / Bonding\)](#)
- [FMLA Recertification and Approval Letter to Employee](#)
- [FMLA Letter to Employee on Benefit Payments](#)
- [FMLA Ending - Leave of Absence Continuing Letter](#)
- [Termination Letters](#)

**Manage Chronic/Intermittent Leaves**

- [Letter to Health Care Provider on Pattern of FMLA Intermittent Leave Absences](#)
- [Letter to Employee at End of FMLA](#)
- [FMLA Letter to Employee on Chronic or Intermittent Leave](#)
- [FMLA Letter to Pregnant Employee Regarding Impending Leave](#)

**Track Use of Leave**

- [FMLA Tracking Sheet - Calendar Year](#)
- [FMLA Tracking Sheet - Rolling Year](#)
- [FMLA Paperwork Tracking Form](#)
- [Attendance Tracking Log](#)
- [12-Month Period Under the FMLA \(DOL\)](#)

**Resources from the Department of Labor (DOL)**

[\*Employer's Guide to the Family and Medical Leave Act\*](#) - provides "essential information about the FMLA, including information about employers' obligations under the law and the options available to employers in administering leave under the FMLA. The *Guide* is organized to correspond to the order of events from an employee's leave request to restoration of the employee to the same or equivalent job at the end of the employee's FMLA leave. It also includes a topical index for ease of use."

[Wisconsin Human Resources Handbook – Family Medical Leave Act \(WI DPM\)](#)