

# Southern University System

## Federal Family Medical Leave Act (FMLA)

[www.subr.edu/humanresources/downloadableforms.htm](http://www.subr.edu/humanresources/downloadableforms.htm)

### Certification Forms

*WH-380-E	Employee's Own Serious Illness
*WH-380-F	Illness of Employee's Family Member
*WH-384	Certification of Qualifying Exigency for Military Family Leave
*WH-385	Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

**\*Form numbers are located on the bottom right hand side of the forms listed above.**

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### Instructions

1. Submit Application for Family or Medical Leave to your supervisor/department head for approval.
2. Complete Section I of the appropriate certification form above.
3. Have Health Care Provider complete the certification form.
4. Submit approved application, appropriate completed certification form, Leave of Absence Form (unclassified and faculty employees only) and SUS Application for Leave form to the Human Resources Department. (Department must complete an EPAF for unclassified and faculty employees.)
5. The Human Resources Department will provide a Designation Notice indicating whether your leave qualifies for FML.
6. If your leave qualifies as FML, the Human Resources Department will provide you a Notice of Eligibility and Rights and Responsibilities.

**Note: Falsification of medical documentation will result in termination of employment.**

**For Information about the FMLA Regulations Visit:**

<http://www.dol.gov/compliance/topics/benefits-leave-FMLA.htm>