

FMLA paperwork checklist

FMLA gives you up to 12 weeks of unpaid, job-protected leave for a serious health condition — yours or a family member's. *This is the paperwork to gather and submit.*

ELIGIBILITY CHECK

- I've worked for this employer 12+ months
- I've worked 1,250+ hours in the past 12 months
- Employer has 50+ employees within 75 miles
- The condition qualifies as a 'serious health condition'

PAPERWORK TO GATHER

- FMLA Form WH-380-E (employee's own condition) OR WH-380-F (family member)
- Medical certification from physician
- Pre-fill the dates of expected leave (continuous OR intermittent)
- Coordinate with HR on STD / LTD if applicable
- Save copies of everything

SUBMIT TO

HR CONTACT NAME AND EMAIL

DATE SUBMITTED

CONFIRMATION / CASE NUMBER

EFFECTIVE DATE OF LEAVE

This sheet is for inspiration only. Always consult your medical team for guidance specific to your situation. Inspired Comforts is not a medical provider.

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