# FAMILY AND MEDICAL LEAVE Information Sheet

## University of Arkansas Fayetteville

<table>
<thead>
<tr>
<th>Employee Name (Last, First)</th>
<th>Date (mm/dd/yy)</th>
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<tbody>
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<thead>
<tr>
<th>Employee I.D. Number</th>
<th>Department</th>
<th>Faculty/Staff (Choose One)</th>
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<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Employee Job Title</th>
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<tr>
<th>Timekeeper Name</th>
<th>Requested FMLA Begin Date (mm/dd/yy)</th>
<th>Requested FMLA End Date (mm/dd/yy)</th>
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### AUTHORIZATION (to be completed by HR personnel only):

**Eligibility:**
- Employed 12 mo? [ ] Yes [ ] No
- 1,250 hrs worked? [ ] Yes [ ] No
- Date of Hire: ____________
- Hours worked: ____________

- [ ] Approved
- [ ] Disapproved

**FMLA type:**
- [ ] Personal
- [ ] Maternity/Paternity
- [ ] Family

**FMLA category:**
- [ ] Intermittent
  - Parameters: ___________________________________________________________
- [ ] Continuous
  - Dates: __________________

**Fitness for Duty?**
- [ ] Yes [ ] No

**Approving Authority:** ________________________________

**Date:** __________________

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**For office use only: (check box once completed)**

- [ ] Rights & Responsibilities Notice
- [ ] Designation Notice
- [ ] Approval Letter
- [ ] Fitness for Duty Form (if applicable)
- [ ] Exhaustion Letter
- [ ] Email to department

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Revised 07/2019
SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees’ family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: University of Arkansas, Fayetteville; Katherine Moore, 222 Administration Building
Fayetteville, AR 72701; kem051@uark.edu; 479-575-3717 (office) 479-575-6971 (fax)

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name:

First  Middle  Last

Name of family member for whom you will provide care:

First  Middle  Last

Relationship of family member to you:

If family member is your son or daughter, date of birth:

Describe care you will provide to your family member and estimate leave needed to provide care:

Employee Signature  Date
SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e). Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider’s name and business address:______________________________________________________________
Type of practice / Medical specialty: ______________________________________________________________
Telephone: (________)____________________________ Fax:(_________)_______________________________

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _________________________________________________________
   Probable duration of condition: _________________________________________________________________
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission: _______________________________________________________
   Date(s) you treated the patient for condition: ______________________________________________________
   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.
   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___Yes
   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ___ No ___Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: ______________________

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________

CONTINUED ON NEXT PAGE

Page 2
PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient’s need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ___No ___Yes.

   Estimate the beginning and ending dates for the period of incapacity: __________________________

   During this time, will the patient need care?  ___ No ___ Yes.

   Explain the care needed by the patient and why such care is medically necessary:

   ___________________________________________________________________________________

   ___________________________________________________________________________________

   ___________________________________________________________________________________

   ___________________________________________________________________________________

5. Will the patient require follow-up treatments, including any time for recovery? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   ___________________________________________________________________________________

   Explain the care needed by the patient, and why such care is medically necessary: ______________________

   ___________________________________________________________________________________

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? ___ No ___ Yes.

   Estimate the hours the patient needs care on an intermittent basis, if any:

   ______ hour(s) per day; _______ days per week   from ______________ through ______________

   Explain the care needed by the patient, and why such care is medically necessary:

   ___________________________________________________________________________________

   ___________________________________________________________________________________

   ___________________________________________________________________________________
7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ____No ____Yes.

Based upon the patient’s medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

Does the patient need care during these flare-ups? ____ No ____ Yes.

Explain the care needed by the patient, and why such care is medically necessary: ________________________________

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ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

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Signature of Health Care Provider  Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.