

FMLA LEAVE PROTECTION

Companion Forms and Guide Pages

A printable download for readers of
FMLA: Protect Your Job Before You Need Leave

Use only the pages that fit the situation in front of you. Keep this packet private. It helps you track dates, deadlines, contacts, and questions; it is not legal, medical, tax, insurance, or benefits advice.

What is inside

- ☐ Leave Request and Claim Starter
- ☐ Individual Absence Log
- ☐ Medical Certification Appointment Prep
- ☐ First Fourteen Days Planner
- ☐ Claim Map
- ☐ Return-to-Work and Ongoing-Leave Checklist
- ☐ Employee Decision Workbook
- ☐ Questions for HR, Leave, and the Healthcare Office

Richard Wade Books

1. Leave Request and Claim Starter

Fill this out as soon as you think a medical, caregiving, parental, or military-family need may affect work. Record facts, not diagnoses.

Name _____

Employer / location _____

Date this form was started _____

General reason for possible leave _____

Item	Your notes / answer
Normal work call-out route and deadline	
HR / benefits / leave contact	
Third-party administrator, if any	
Claim number or request label	
Certification deadline	
Provider or forms office	
State paid leave / disability program to check	
Next action and due date	

2. Individual Absence Log

Use one line for every absence, late arrival, early departure, or protected-leave episode. This personal log does not replace the employer or administrator reporting process.

Date	Hours / shift	Work call-out method + time	Claim / reason label	Administrator report / confirmation	Record status

3. Medical Certification Appointment Prep

Bring the employer or administrator form, claim number, deadline, and return instructions. A healthcare provider supplies medical judgment; this page helps you prepare the employment details.

Item	Your notes / answer
Form / claim number	
Certification deadline	
Provider / clinic / forms department	
Who received the form and date delivered	
Release or fee required?	
Expected completion date	
Work impact to describe honestly (schedule, episodes, treatment, recovery)	
Follow-up date and method	

Before you leave the appointment

- ☐ I gave the office the correct form and deadline.
- ☐ I asked who completes employment forms and how to follow up.
- ☐ I confirmed the submission / upload route.
- ☐ I saved the confirmation and set a reminder before the deadline.

4. First Fourteen Days After Opening a Claim

Mark the steps that apply. If a provider delay may affect a deadline, notify the administrator before the deadline and give factual information.

- ☐ Day 1: Used the normal work call-out or scheduling procedure.
- ☐ Day 1: Contacted HR, benefits, or the leave administrator.
- ☐ Days 2-3: Gave the provider/forms office the form, claim number, deadline, and return instructions.
- ☐ Days 4-7: Confirmed the correct clinic or forms office received the request.
- ☐ Days 4-7: Read the eligibility and rights-and-responsibilities notices.
- ☐ Days 8-12: Checked for a provider delay, wrong routing, or missing signature.
- ☐ Days 8-12: Reviewed the attendance record for pending or miscoded dates.
- ☐ Days 13-14: Confirmed delivery or told the administrator about a documented provider delay.

Item	Your notes / answer
Claim number	
Current deadline	
Next follow-up date	
Open question / who owns it	

5. Claim Map

Use one map for each active leave reason. Keep medical details private; this is a record of process, contacts, and deadlines.

Item	Your notes / answer
General leave reason	
Claim label / number	
Covered person, if applicable	
Administrator and phone / portal	
Normal workplace call-out route	
Approval or pending period	
Expected frequency / duration if intermittent	
Certification or recertification due date	
Return-to-work requirement, if any	
State benefit, disability, or paid-leave application	
Monthly review action	

6. Return-to-Work and Ongoing-Leave Checklist

Use this before the first scheduled day back, and again after the first paycheck. Check only the items that apply to your situation.

Before the return date

- ☐ Confirmed first workday, reporting time, location, and scheduling contact.
- ☐ Reviewed any written fitness-for-duty, release, restriction, or return-to-work requirement.
- ☐ Asked about the separate accommodation process if a restriction or schedule change is needed.
- ☐ Confirmed whether intermittent leave remains active and how future episodes are reported.

During the first week back

- ☐ Checked payroll, benefits, and attendance coding for correct leave and return dates.
- ☐ Asked about any unexpected benefit premium, missed pay, time-balance, or schedule issue.
- ☐ Kept routine work reporting separate from medical details.

Item	Your notes / answer
Return date	
Reporting location / time	
Remaining question or follow-up	

7. Employee Decision Workbook

Use this page when the whole process feels confusing. Answer only what is known today, then write the one office or person who can answer the next question.

Item	Your notes / answer
What attendance issue, planned event, treatment, or caregiving need brought me here?	
What dates have already been missed, changed, or placed at risk?	
What is my normal call-out rule and deadline?	
Do I have an active claim, a pending request, an expired approval, or no claim?	
Which dates are protected, pending, denied, miscoded, or unknown?	
What is the closest deadline?	
What one call must I make first?	
What document must I send, request, or confirm?	
Who can help me understand the next step?	

8. Questions for HR, Leave, and the Healthcare Office

Bring these questions to the office that owns the answer. Write the name of the person, the date, and the answer you receive.

Questions for HR or the leave administrator

- ☐ Who administers FMLA or other leave for this employer?
- ☐ How do I open a claim, and what is the certification deadline?
- ☐ Do I have to report each absence to the workplace, the administrator, or both?
- ☐ How will protected, pending, and denied time appear on my attendance record?
- ☐ What paid leave, benefits, premium, seniority, or return-to-work rules also apply?

Questions for the healthcare office

- ☐ Which department processes employment leave forms?
- ☐ Does the clinician complete the form directly or through a forms office?
- ☐ Is a release or fee required, and what is the expected processing time?
- ☐ How should the deadline and claim number be included?
- ☐ How will corrections, deficiency notices, or recertification be handled?

Question	Answer, person, and date
Question asked	
Answer / person / date	