



FAMILY MEDICAL LEAVE CHECKLIST for EMPLOYEES of INDIANA STATE GOVERNMENT

Did you...

- Notify your supervisor about anticipated absences?
- Review the website for FML for Employees of Indiana State Government at <http://www.in.gov/spd/2397.htm> including
 1. Information on eligibility and reasons for FML, and
 2. Instructions on the electronic request process, and
 3. Application forms for the State's Short/Long Term Disability Plan?
- Log-in to PeopleSoft® Self Service, choose Leave of Absence and then FMLA Leave Request?
- Review the pre-filled identifying information and make any corrections?
- Include at least one e-mail address?
- Complete all fields, save, and submit your FML Request?
- Receive an e-mail response that:
 1. you do not meet eligibility requirements so your request is denied, or
 2. your request and documentation were received and routed for processing, or
 3. you have a 15-day deadline to submit supporting documentation?If not, call the FML Line at 317.234.7955 or toll-free at 1.855.SPD.INHR to request assistance.
- Download and print the appropriate Certification Form at: <http://www.in.gov/spd/2397.htm>?
- Complete the identifying information sections on that certification and visit the health care provider who must complete the medical sections?
- Attach the completed certification within the specified time limit to that request in your PeopleSoft® Self Service account?
- Frequently check your e-mail account for notices related to your request?
- Comply with any request for clarification within the 7-day deadline?
- Receive notice of the approval or denial of your request?
- Use FML only for appropriate absences and in accordance with the approval notice?
- Comply with your agency's call-in procedures for absences, if applicable?
- Code your attendance/timesheets correctly for each use of FML as well as concurrent use of other leaves, as appropriate?
- Have questions? Call the FML Line at 317.234.7955 or toll-free at 1.855.SPD.INHR (1.855.773.4647).