FMLA Process Flow Chart

Step 1
Review Einstein’s FMLA Policy and contact the Benefits Office to inform them that you require leave.

Step 2
You will receive a Notice of Eligibility, Rights and Responsibilities from the Benefits Office explaining which Medical Certification Forms you need to complete.

Step 3
Return the completed Medical Certification Forms to the Benefits Office within 15 calendar days.

Step 4
You will receive a Designation Notice from the Benefits Office to advise you of the status of your FMLA request.
If additional information is requested by the Benefits Office, you must provide it within 7 calendar days.

APPROVED
Refer to the FMLA Policy for conditions regarding:
- substitution of paid leave;
- continuation of benefits;
- communication;
- recertification;
- return to work; and more.

NOT APPROVED
The Designation Notice will state the reason(s) why the request was denied. Consider alternative options and utilize support resources.

Contact and Additional Information

Benefits Office:
P: (718) 430-2547
F: (718) 430-3736
E: benefits@einstein.yu.edu

Support Resources:
1199 SEIU Member Assistance Program (646) 473-6900
Employee Assistance Program (888) 293-6948

Policy & Information:
The FMLA Policy is accessible on the Human Resources webpage.
A flow chart regarding FMLA Substitution of Paid Leave is also accessible on the Human Resources webpage.

This information is provided as a general guide only and shall not supersede Einstein's FMLA Policy.