

How to Request Family Medical Leave

Paid Parental Leave

Employee completes electronic request form
tiny.utk.edu/request_fml

- Notify HR of baby's date of birth and provide birth certificate once available

- HR processes request and notifies employee and supervisor (PPL is processed when HR is notified of child's date of birth)

- Take PPL as appropriate
- Enter leave (by employee if using Employee Self-Service; by department if not using Employee Self-Service)

- Return to work as communicated with supervisor
- Return to work note is not necessary

Family Medical Leave

Employee completes electronic request form
tiny.utk.edu/request_fml

- Employee submits medical certification to healthcare provider
- Healthcare provider returns completed form to HR
familymedicalleave@utk.edu or 865-974-6066 (fax)

- HR processes request and notifies employee and supervisor (FML is processed within 5 working days of receipt of all completed forms)

- Take PPL as appropriate
- Enter leave (by employee if using Employee Self-Service; by department if not using Employee Self-Service)

- When cleared to return to work by doctor, submit return to work note to supervisor and HR