1. **Purpose**
	1. The purpose of this procedure is to provide detailed instructions for completing FMLA (Family & Medical Leave Act) and/or ICP (Income Continuation Program) paperwork.
2. **Scope**
	1. The scope of this procedure applies to anyone involved with completing FMLA and/or ICP paperwork, including the HR Department, Managers, Supervisors, Leads, and the requesting Employee. It details steps for when the leave involves both benefits concurrently, FMLA only, and ICP only.
3. **Eligibility**
	1. Employees are eligible for each type of leave as follows:
	* ICP – after 60 days of employment with CPG (Temporary time worked is not included)
	* FMLA – after 12 months of employment and employee has worked 1250 hours for CPG in the last 12 months (Temporary time worked is included)
4. **Responsibility & Overview**
	1. Below is an overview of the steps involved to complete, return, and process FMLA / ICP paperwork.
	2. Employee notifies Supervisor of need for FMLA / ICP leave.
	3. Supervisor provides paperwork to employee **and** notifies HR that an employee has requested leave pending paperwork.
	4. Employee completes their portion of the paperwork.
	5. Employee then gives treating Doctor the paperwork to complete and return.
	6. HR reviews the paperwork for completion and notifies necessary CPG personnel of necessary details.
	7. The Employee is responsible for keeping HR updated on their leave and return to work date.
5. **Procedure**
	1. **Step 1:** Employee notifies Supervisor of the need for FMLA / ICP leave. There are many reasons why an employee would need to take leave under the FMLA and/or CPG’s ICP benefit:
		1. FMLA Only
			* To care for an immediate family member (full time or intermittent leave)
			* To take intermittent leave related to their own serious health condition
			* Military-related leave (see HR for details on qualifying events)
		2. ICP Only
			* To take full-time leave as a result of a non-work related medical condition that prevents them from working. Employees that are not yet eligible for FMLA will be on ICP leave only.
		3. FMLA & ICP
			* To take full-time leave as a result of a non-work related medical condition that prevents them from working, and the employee meets the criteria for FMLA eligibility.
	2. **Step 2:** Supervisor provides paperwork to employee.
		1. Paperwork is on the server as shown below. Depending on the type(s) of leave that will apply, open the corresponding folder and print **all** of the documents in that folder.
		2. NOTE: For “FMLA Only”, you will only need to print **one** Health Care Provider Form depending on if the leave is due to their own or a family member’s health condition.

Only print one of these two forms, as applicable.

* + 1. If the leave is for the EE’s medical condition, print a Job Description for the Doctor to review, which is located on the server as shown below:

* + 1. Notify HR that an employee has requested FMLA and/or ICP leave, pending paperwork.
	1. **Step 3:** Employee completes their portion of the paperwork. NOTE: All paperwork (from the EE and the Doctor) must be returned to HR within 15 calendar days of the initial request for leave.
		1. Each section of the form is clearly marked with who is responsible for completing that portion:
			1. Employees complete the blue sections.
			2. Doctors complete the green sections.
			3. Human Resources completes the yellow sections.
	2. **Step 4:** Employee then gives treating Physician the paperwork to complete and return to HR via fax.
	3. **Step 5:** HR reviews the paperwork for completion and notifies Payroll, IT, and Supervisors of necessary details.
	4. **Step 6:** The Employee is responsible for keeping HR updated on their leave and return to work date.
		1. HR is responsible to update CPG personnel as necessary.