



Family and Medical Leave Document Check List

This checklist is provided to help guide you in completing and submitting the Family and Medical Leave (FML) forms and documents to your supervisor. Your program will submit the required Personnel Action Form (PAF) and the FML forms/documents to Department of Personnel Management for processing.

Start of Family and Medical Leave

- Application for Family and Medical Leave Form
- Employer's Response to Employee Request Family and Medical Leave Form
- Certification of Health Care Provider for (Select applicable)
 - Employee's Serious Health Condition Form
 - Family Member's Serious Health Condition Form
- Notice of Intention to Return From Leave
- Start of Family Medical Leave PAF

Extension of Family and Medical Leave

- Written notification from the employee requesting an extension of Family and Medical Leave
- Medical Certification supporting extension claim
- Extension of Family and Medical Leave PAF

End of Family and Medical Leave

- Notice of Intention to Return from FML before he/she can be returned to active status or a Doctor's Release Statement
- End of Family and Medical Leave PAF

If, the program is externally funded, the PAF must be verified by OOC/Contract Accounting prior to submittal to DPM. Please ensure all forms are completed and attached. If you have any questions or need guidance, please contact Employee Relations at (928) 871-6330.

Department of Personnel Management

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