



FMLA Process & Order of Forms

Resource Provided by CorAlign HR Consulting LLC

1. WH-381: Notice of Eligibility and Rights & Responsibilities

- Issue this form FIRST within 5 business days of learning an employee's absence may qualify.
- Explains eligibility, rights, responsibilities, and deadlines.
- Provide the Medical Certification (WH-380) *with* this notice.

2. WH-380: Medical Certification (Employee's Provider Completes)

- Employee takes this to their healthcare provider.
- Must be returned within 15 days (unless unforeseen circumstances prevent).
- Use WH-380E for employee's own condition; WH-380F for family member.

3. WH-382: Designation Notice

- Issue AFTER receiving the medical certification.
- Must be provided within 5 business days of receiving sufficient information.
- Officially designates the leave as FMLA-protected or denies it.
- Includes expected duration and whether paid leave runs concurrently.

Quick Reference Timeline:

- Day 0 – 5 → Give WH-381 + WH-380
- Day 0 – 15 → Employee returns WH-380
- Day 15 – 20 → HR reviews and sends WH-382