



HEALTH & WORK

Injury Leave and FMLA Administration Workbook

Organize employer notice, eligibility responses, medical certification and absence records when you need leave for your own accident-related condition.

WHAT THIS WORKBOOK HELPS YOU DO

01

Complete your three-track leave map

02

Complete your notice and certification control

03

Complete your absence and payroll reconciliation

For people handling accident-related paperwork and preparing clear, evidence-backed questions.

Use it on screen or on paper. Save a personal copy before entering information. Blank response areas are fillable; printed copies work just as well. Keep completed copies private.

Scope. Educational organization tools, not legal, medical, tax or financial advice. No claim result, coverage decision or payment is promised. Verify policy language, current local rules and all deadlines with the appropriate professional or official source.



START HERE

Start with a clear working file

Work on one claim, account or issue at a time. Keep originals unchanged and label working copies with a short evidence ID. Complete the guidance in order, then use the worksheets to turn questions into an organized next step.

A practical order

- 01** Read the four guidance pages before filling the worksheets. Mark facts you can support and questions that still need an answer.
GUIDANCE / PAGES 03-06
- 02** Use the fictional examples to check your method. Their facts and dollar amounts do not describe your claim or predict an outcome.
EXAMPLES / PAGE 07
- 03** Complete the four working sheets, then use the readiness check and next-step page. Duplicate a worksheet when you need another record.
WORKSHEETS / PAGES 08-11

Protect your information

Store completed copies somewhere private. Use a claim or account suffix when a full identifier is unnecessary. Share only relevant copies through a verified recipient and appropriate channel. A saved PDF can contain personal information even when it is not open on screen.

Before a deadline. Do not wait to finish this workbook when a notice, release, court paper or policy deadline needs attention. Verify the actual requirement and seek qualified help promptly.



GUIDANCE 1

01

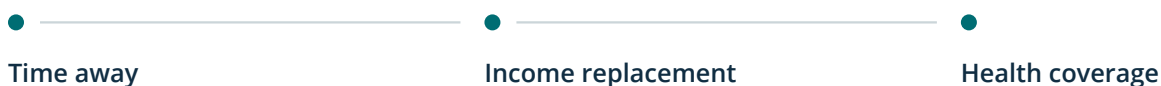
Separate leave from pay and coverage

Create three columns at the start: permission or protection for time away, money replacing income, and continued health coverage. An approval in one column does not automatically settle the other two. The Family and Medical Leave Act (FMLA) is a federal job-protected leave framework for eligible employees of covered employers, and leave may be unpaid. Employer paid leave, disability benefits and state programs can have separate rules. This workbook focuses on administering leave for your own condition, not deciding eligibility or maximizing compensation. Record the responsible contact and written document for each column.

Confirm the applicable rules

Gather the employer's leave policy and any eligibility or rights notice. The standard federal employee screen includes length of employment, hours of service and the worksite employee threshold, with exceptions and special rules. Ask HR to confirm the facts it used rather than assuming a job title or company size is enough. State laws, collective bargaining agreements or employer policies may provide additional options. Record the source and date of every rule you rely on, and flag any uncertainty for HR, the Labor Department or an appropriate adviser.

Track leave, pay and coverage separately; approval in one does not settle the others.



Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 2

02

Give timely factual notice

Use the employer's required reporting channel where possible and tell it enough to understand that a medical condition may require leave. Describe the leave-related facts truthfully and avoid disclosing unnecessary details from your accident history. State the expected absence or appointments as accurately as you can, and distinguish confirmed dates from estimates. For an unexpected accident, give notice as soon as practicable in the circumstances and document any barrier to doing so. Keep a copy or contemporaneous note of what you told the employer, who received it and the response.

Coordinate certification without rewriting it

If the employer requests medical certification, send the actual form or questions to the appropriate health care provider promptly. Record the stated due date, delivery method and contact responsible for completion. Your role is to provide truthful job and scheduling facts, not to fill in clinical conclusions or tell the provider what to certify. U.S. Department of Labor (DOL) describes minimum response opportunities and circumstances where additional time may apply. If completion is delayed despite diligent efforts, communicate before the due date where possible and keep evidence of those efforts.

RELATED WORKING SHEETS

- Three-track leave map
- Notice and certification control

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 3

03

Repair missing information precisely

An incomplete or insufficient certification is a specific problem, not a reason to resend every medical record. Read the written deficiency notice, identify each missing answer and ask the provider to address it. Keep the stated correction period visible; DOL guidance describes a minimum opportunity to cure with conditions. If an item cannot be supplied on time, explain the circumstances and ask for the appropriate next step. Save the revised certification and proof of delivery. Never assume that a telephone conversation alone resolved a written deficiency.

Reconcile intermittent absences and pay codes

For appointments or partial-day absences, record the time actually missed, reporting method, leave designation and payroll code. Compare your entries with employer records periodically. If a shift changes or an appointment is rescheduled, preserve the update rather than leaving a stale estimate in the file. Keep FMLA usage distinct from paid-leave balances and disability payments, even when they run concurrently. Question mismatches with specific dates and amounts of time. Do not assume a payroll deduction proves the legal status of an absence or that a leave designation determines what pay is owed.

RELATED WORKING SHEETS

- Notice and certification control
- Absence and payroll reconciliation

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 4

04

Track benefits and return requirements

Ask how employee health-premium contributions are handled during leave, especially when normal payroll deductions stop. Record payment instructions and confirmations. Separately ask whether a fitness-for-duty certification is required under the applicable process and what job information the provider needs. If restrictions remain, the return-to-work accommodation process may require its own discussion. Do not treat an estimated return date as a medical clearance. Update HR when the plan changes and keep the provider's conclusions intact rather than translating them into a broader promise that you can resume every task.

Verify the designation and close the record

At each decision, save the written eligibility, designation or denial notice and check the dates and conditions addressed. Before returning, confirm the actual schedule, reporting instructions and outstanding paperwork. After the first payroll cycle, compare leave balances and premium deductions with the written arrangement. If the employer's position is unclear or a significant deadline or job consequence is involved, seek official or professional help promptly. The completed workbook should show what was requested, what was approved, what remains uncertain and who is responsible for the next action.

RELATED WORKING SHEETS

- Three-track leave map
- Absence and payroll reconciliation

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



FICTIONAL EXAMPLES

Work through the examples

These invented cases demonstrate the method. They are not case results, estimates of what you will receive or statements of universal rights.

01 Fictional: one approval does not answer all tracks

HR confirms FMLA designation for four weeks, while the disability insurer's income-benefit application remains pending. The worksheet marks job-protected leave approved and wage replacement pending. It does not promise a paycheck because FMLA was approved.

02 Fictional: intermittent absence mismatch

The employee missed two hours for an appointment, but payroll deducted eight hours from a paid-leave balance. The correction request cites the shift, appointment period and attendance record, and asks payroll/HR to reconcile the difference without assuming that the FMLA designation itself decides the pay issue.



WORKSHEET 1

01

Three-track leave map

Do not infer approval across programs.

Employer/role

Time-away program

Pay-replacement program

Health coverage arrangement

Responsible contact

Policy/source

Eligibility facts

Written response

Unresolved issue

Related guidance: [Separate leave from pay and coverage](#)



WORKSHEET 2

02

Notice and certification control

Preserve employer notices and clinician conclusions without editing them.

Notice date/channel

Recipient

Expected leave dates

Certification requested date

Stated due date

Provider/form sent

Completion follow-up

Deficiency wording

Cure due date

Submission proof

[Related guidance: Repair missing information precisely](#)



WORKSHEET 3

03

Absence and payroll reconciliation

This is an administration check, not an automatic wage-loss claim.

Date/shift

Scheduled hours

Hours actually missed

Reason category

Reported when/how

Employer designation

Paid-leave code

Payroll discrepancy

Correction requested

Outcome

[Related guidance: Repair missing information precisely](#)



WORKSHEET 4

04

Coverage and return checklist

Track benefits and return requirements separately from leave entitlement.

Employee premium amount/source

Payment due/date paid

Coverage confirmation

Return requirement

Fitness-for-duty requested

Restrictions source

Proposed schedule

HR confirmation

Post-return payroll audit

Related guidance: [Separate leave from pay and coverage](#)



READINESS REVIEW

Check the file before using it

REVIEW EACH ITEM BEFORE MOVING ON

- ☐ Each working figure or statement is linked to an identifiable document.
- ☐ Missing information is marked as unverified rather than estimated as fact.
- ☐ The exact question and the person or organization able to answer it are identified.
- ☐ The current document version and any conflicting version are preserved.
- ☐ Independent deadlines and the source of each deadline have been checked.
- ☐ The final written response has been compared with the original question.

What still needs attention

Open fact or decision, who can resolve it, and the source needed

Completion standard. The working file is complete when the important facts are supported, the next action is assigned and any unresolved issues remain clearly visible. A completed checklist does not establish coverage, entitlement or legal compliance.



ACTION PLAN

Write down the next step

Choose the smallest useful next step. Make the request specific enough that the recipient can locate the record and explain or address the exact issue. Keep proof of what you sent and what came back.

The exact issue or request

Evidence IDs and document versions that support the request

Verified recipient and channel

Date sent and follow-up date

What response will resolve the issue, and what still needs professional review

Separate decisions. A courtesy follow-up date is not a legal deadline. A document request does not automatically pause another requirement. Do not sign, settle, move property or disclose sensitive records merely because a box on this page is complete.



REFERENCE GUIDE

Sources and scope

The linked official sources support the educational background. The forms and examples are original organization tools. Sources were checked on October 1, 2026; policies, procedures and law may change. Recheck the current source before relying on a rule.

[1] U.S. Department of Labor

DOL Fact Sheet 28G (March 2025) explains certification, standard employee eligibility and employer coverage, group-health continuation and unpaid or concurrent paid leave. The standard screen includes 12 months of employment, 1,250 hours and 50 employees within 75 miles, with special rules.

<https://www.dol.gov/agencies/whd/fact-sheets/28g-fmla-serious-health-condition>

[2] U.S. Department of Labor

DOL explains certification response periods, generally at least 15 calendar days, and written deficiency/cure procedures, generally at least seven calendar days with exceptions. These are not universal promises of an extension in every case.

<https://www.dol.gov/agencies/whd/fmla/faq>

[3] U.S. Department of Labor

DOL describes qualifying serious health conditions and up to 12 workweeks of FMLA in the applicable leave year for eligible employees, including an employee's own qualifying condition.

<https://www.dol.gov/agencies/whd/fact-sheets/28p-taking-leave-when-you-or-family-has-health-condition>



REFERENCE GUIDE

More source notes

[4] U.S. Department of Labor

DOL provides employee-facing notice and certification guidance; enough relevant information must be given to identify a potentially qualifying need.

<https://www.dol.gov/agencies/whd/fmla/how-to-talk-to-your-employer-about-leave>

Keep the scope clear

No determination that a particular injury is an FMLA serious health condition

Employer coverage, employee eligibility, special worker rules and state law matter