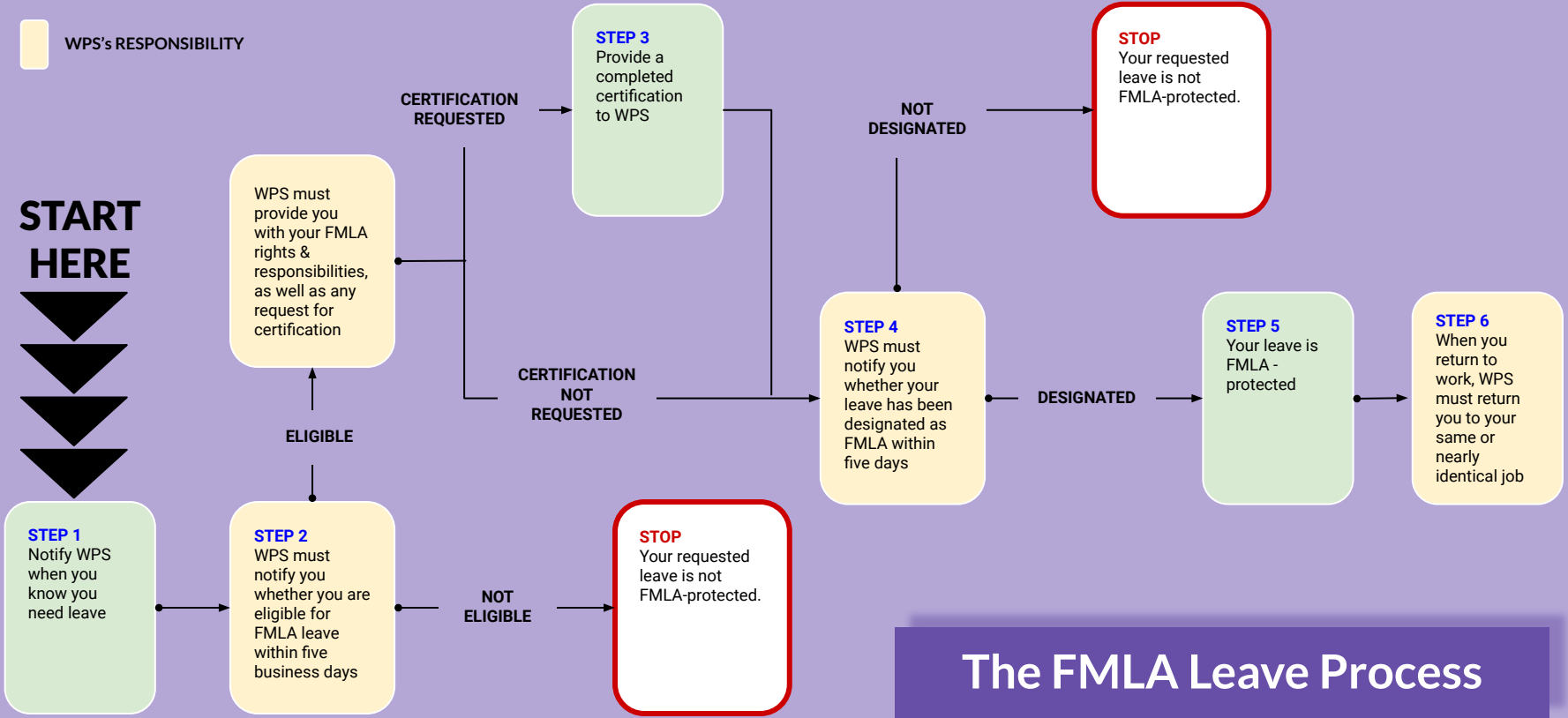


YOUR RESPONSIBILITY

WPS's RESPONSIBILITY

**START
HERE**



The FMLA Leave Process

Graphic Description

- **Step 1:** You must notify WPS when you know you need leave.
- **Step 2:** WPS must notify you whether you are eligible for FMLA leave within five business days. If their notification indicates that you are not eligible, then your leave is not FMLA-protected. If their notification indicates that you are eligible, then WPS must provide you with your FMLA rights and responsibilities, as well as any request for certification. If they request a certification, move on to Step 3. If they do not request a certification, move on to Step 4.
- **Step 3:** Provide a completed certification to WPS..
- **Step 4:** WPS must notify you whether your leave has been designated as FMLA within five business days. If your leave has not been designated as FMLA leave, then it is not FMLA-protected. If your leave has been designated as FMLA leave, move on to Steps 5 and 6.
- **Step 5:** Your leave is FMLA-protected.
- **Step 6:** When you return to work, WPS must return you to your same or nearly identical job.