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# THE GEORGE WASHINGTON UNIVERSITY

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WASHINGTON, DC

## FMLA CHECKLIST FOR EMPLOYEES

This checklist is for informational purposes only and may not reflect all employee responsibilities under the FMLA. This is also for employee use only and should not be sent to Benefits Administration.

### Prior to the beginning of your FMLA leave:

- Contact The Standard, GW's leave administrator, at 855-554-2918 or at [www.standard.com](http://www.standard.com) 30 calendar days prior to a foreseeable leave or within 48 hours of going out on unforeseeable leave. The Standard will send all required application materials to you after you complete the intake process.
- Notify your HR representative and supervisor of your FMLA leave request.
- Complete the applicable required documentation and return all documentation to The Standard by the deadline in your leave/disability packet sent by The Standard after you completed intake and any subsequent documentation The Standard sends you.

### While out on FMLA leave:

- If you wish to cancel your benefits coverage while out on unpaid leave, please make those changes via the [EasyEnroll system](#) within 30 calendar days of the start of your FMLA leave. (If you will remain in paid status during FMLA leave, benefits cannot be cancelled.)
- If you wish to continue your benefits coverage during your unpaid leave, remit payments for your portion of benefits premiums as directed by Benefits Administration.
- Notify your supervisor and Benefits Administration if you are electing to use annual, sick or other paid time off while on FMLA leave to ensure accurate payroll processing.
- Notify your HR representative and Benefits Administration regularly of your intent to return to work.
- Continue to follow normal departmental call in procedures when you need to take an intermittent absence under the FMLA. You must also contact The Standard at 1-855-554-2918 to report the absence **within 7 days** or the absence may not be job protected.

### Returning from FMLA leave:

- Notify Benefits Administration, your HR representative and supervisor of your intent to return to work at least two calendar days prior to your FMLA end date.
- Submit a return to work authorization to Benefits Administration (not your department) verifying your ability to return to work, if you were out on leave for your own serious health condition.
- If any of your benefits were canceled or unable to be continued during your leave of absence, you can re-enroll in those benefits within 30 calendar days of your return to work through the [EasyEnroll system](#). Please use "Leave of Absence, Returning from FMLA or Military Leave" as your Qualified Life Event. If no re-election is made, your next opportunity to enroll will be during open enrollment or within 30 calendar days of a Qualified Life Event (QLE). Please note that your benefits will not be automatically reinstated. You must re-elect your benefits upon your return from leave if you wish to have coverage.

Please contact Benefits Administration with any questions you may have about the FMLA at 571-553-8382 or [benefits@gwu.edu](mailto:benefits@gwu.edu).