

Checklist

FAMILY AND MEDICAL LEAVE ACT (FMLA): LEAVE ADMINISTRATION FOR CHILD BONDING

This checklist will guide you through the requirements and actions necessary to administer an employee's request for child bonding leave under the FMLA.

- Confirm the employee is [eligible](#) for FMLA leave and then [qualified](#) for FMLA leave for either:
 - The birth of an employee's child and to bond with the newborn child within one year of birth; or
 - The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.

FMLA leave applies equally to male and female employees. Eligible employees may also take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care.

- Complete and provide the required [Notice of FMLA Eligibility and Rights & Responsibilities](#) within five days of receipt of an employee's request for leave.
- Request documentation certifying the child's birth, adoption, or foster care placement with the employee and any consequences for failure to do so. This request must accompany the Notice of FMLA Eligibility and Rights & Responsibilities.
- Within five days of receipt of documentation of the birth, adoption, or placement of a child, provide the employee with the following:
 - Completed FMLA [Designation Notice](#).
 - Benefit premium payment requirements.
 - Timing for when benefits and FMLA leave ends.
 - An explanation of how and when, or if, the employee is expected to communicate during the leave. If the employer allows intermittent bonding leave, advise the employee to inform his or her manager or supervisor that leave time is under the FMLA.
- Track how much leave is used and how it is used (continuously or intermittently).
- Track when FMLA leave will exhaust and when benefits will end following its exhaustion.
- Communicate with the employee prior to his or her return to work to create a re-integration plan for the successful return to daily work operations.
- Reinstate employee benefits upon return to work.