Frequently Asked Questions:

1. **How do I submit my completed paperwork?**
   All leave paperwork must be faxed to (215) 405-2929 or emailed to FMLA@hr.upenn.edu. No paperwork will be accepted in person or by mail.

2. **How do I check the status of my leave?**
   To check the status of your leave, please send an email to FMLA@hr.upenn.edu.

3. **How long will it take to process my leave?**
   Processing times vary based upon current volume, but please be advised that we aim to process all leaves as quickly as possible.

4. **Who are considered eligible family members under FMLA?**
   An employee’s spouse, parent or child (under the age of 18) are considered eligible family members under the FMLA. Children age 18 and over may be eligible if incapable of self-care because of a mental or physical disability.

5. **What documentation is required to take FMLA for adoption?**
   Court issued placement documentation, or an adoption decree is required.

6. **Am I required to submit a delivery note after the birth of my child?**
   Yes. A verification of birth document must be submitted after the birth of a child. Failure to submit the note could affect STD and/or PPL payments.

7. **Am I eligible for Short Term Disability?**
   Full time employees taking leave for their own serious health condition or pregnancy may be eligible for STD. An Attending Physician Statement must be completed.

8. **Does STD run concurrently with FMLA?**
   Yes, if both leaves are approved for the same periods of time.

9. **Why do I need to submit an Attending Physician Statement?**
   The Attending Physician Statement is required when a leave is being reviewed for STD pay.

10. **How will I be paid STD?**
    You will be paid STD through your regular weekly or monthly direct deposit. An STD pay schedule will be attached to your approval notice.

11. **I’m not eligible for FMLA. Can I apply for Short Term Disability?**
    Yes, if you are a full-time benefits eligible employee.

12. **Am I required to submit a return to work note? Is there a specific form?** When returning from leave for your own serious health condition, you are required to submit a return to work note. No note is required when returning from Paid Parental Leave or a leave for the care of a family member. You are not required to use a specific form, but we do have one available.