



FMLA Documentation Checklist

Protecting your job and rights during medical leave requires meticulous documentation. Understanding what to save, track, and communicate can make the difference between a smooth FMLA process and potential workplace complications.

By [Swartz Swidler LLC](#)

Why FMLA Documentation Matters

Legal Protection

Comprehensive documentation serves as your critical defense, creating a verifiable record that protects your employment rights and shields you from potential discriminatory actions or wrongful termination.

Peace of Mind

Meticulous record-keeping provides clarity and confidence, helping you navigate complex leave procedures while establishing a transparent communication trail with your employer.

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Incident Tracking: What to Record

1

Date

Record the exact dates of any medical events or situations impacting your work.

2

Details

Describe the medical situation concisely. Include relevant facts and any diagnoses.

3

Impact

Note how the situation affected your ability to work. Be specific and factual.

Communications with Employer: What to Save

Emails

Save all emails related to your FMLA leave, including requests, updates, and any employer responses.

Letters

Preserve all letters from your employer regarding your FMLA leave, including approval or denial notices.

Phone Calls

Keep a record of any phone calls with your employer about your FMLA leave, including dates, times, and key details of the conversation.



Medical Documentation: What to Obtain



Medical Certification

Your healthcare provider should provide a medical certification form outlining your condition, the need for leave, and expected duration.



Supporting Documentation

Gather any additional relevant medical records, such as lab results, test results, or physician's notes, to support your FMLA request.



Organizing Your FMLA File

1

Create a dedicated file for all your FMLA documentation.

2

Organize your documents chronologically. Label folders for each stage of the process (e.g., initial request, certification, return to work).

3

Use clear and descriptive labels for each document. Example: "Medical Certification - Dr. Smith - June 1, 2024".





Protecting Your Privacy

1

Secure Storage

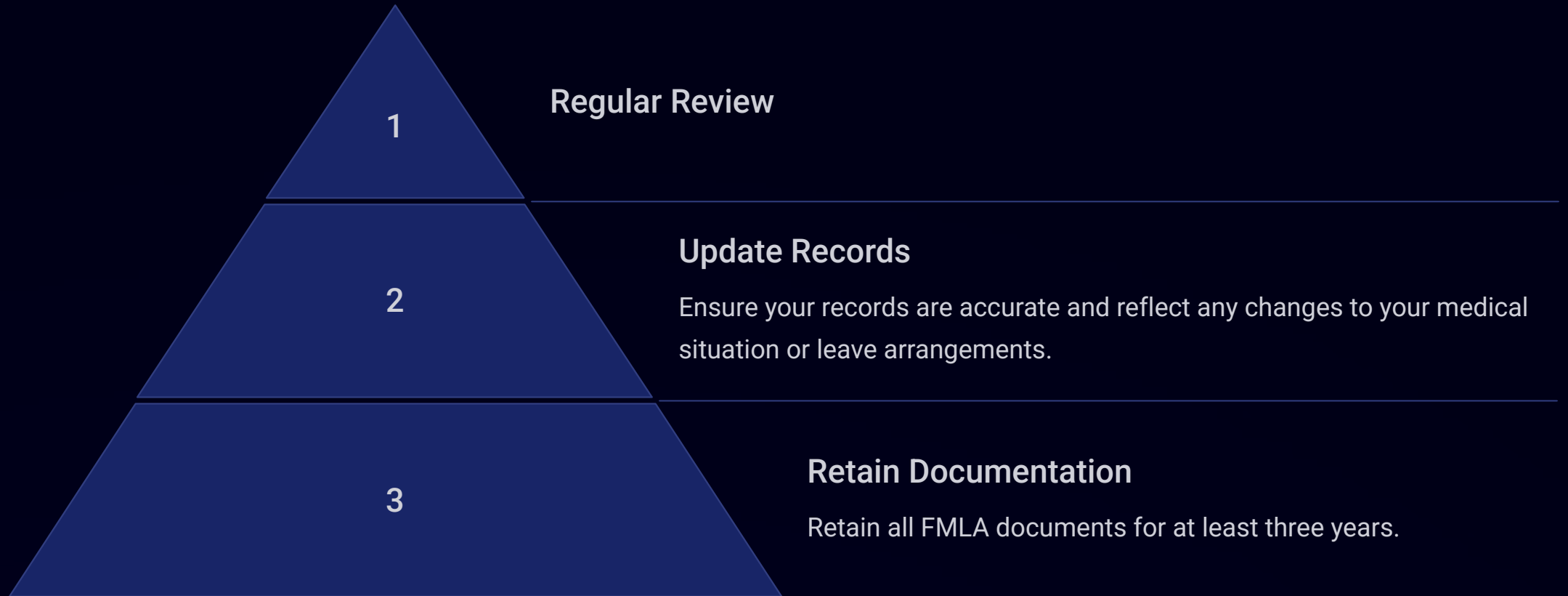
Store your documentation securely, in a locked filing cabinet, safe, or digital password-protected folder.

2

Limited Access

Only share your FMLA documentation with authorized individuals, such as your employer or your healthcare provider.

Keeping Your Documentation Up-to-Date





Contact Swartz Swidler LLC

Navigating FMLA complexities can be challenging. Our experienced employment lawyers at [Swartz Swidler LLC](#) provide personalized legal guidance to protect your workplace rights. We're committed to helping you understand and effectively manage your FMLA documentation and claims. Call us today at (856) 685-7420 for a [confidential consultation](#).