

# FMLA – SUPERVISOR RESPONSIBILITIES & EXPECTATIONS

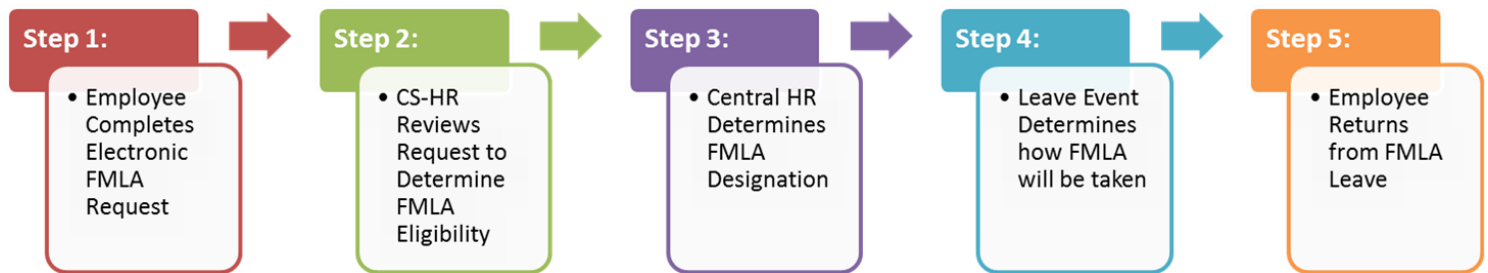
There are two circumstances under which employees should request FMLA (Family Medical Leave Act) leave:

- 1) **Unplanned Leave** (e.g. car accident, employee or family medical emergency)  
⇒ **Action is required on 4th day of absence.** All payroll reps should also be watching for **four consecutive days** of sick or unpaid leave
- 2) **Planned Leave** (e.g. childbirth, scheduled surgery, etc.)  
⇒ Employee informs supervisor no less than 30-days in advance

**Note:** To be eligible for FMLA **Employee** must have

- 12 months of service **AND**
- 1,250 hours in the preceding 12-month period **AND**
- serious health condition of employee or eligible family member

## FMLA PROCESS AT A GLANCE:



### ✚ SUPERVISOR **STEP 1** RESPONSIBILITIES: FMLA REQUEST

If employee is unable, **Supervisor** submits FMLA request at <https://apps.hr.emory.edu/FMLA/Data/request.jsp> on employee's behalf. **Supervisor** checks Emory e-mail for notification of FMLA **request** from Leave System

### ✚ SUPERVISOR **STEP 2** RESPONSIBILITIES: FMLA ELIGIBILITY

- Supervisor** provides CS-HR with employee leave accruals (sick, vacation, floating holidays)
- Supervisor** checks Emory e-mail for notification of FMLA **eligibility** from Leave System
- If Employee does not regularly check e-mail, **Supervisor** provides a copy of the eligibility notice to Employee

**Note:** If employee is not eligible for FMLA leave, **CS-HR** discusses other available leave options with Employee and Supervisor

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### **SUPERVISOR STEP 3 RESPONSIBILITIES: FMLA DESIGNATION**

- Supervisor** follows up with employee to ensure the doctor has been provided with the medical certification documents
- Supervisor** checks Emory e-mail for notification from Leave System that may request additional information
- Supervisor** checks Emory e-mail for notification of FMLA **designation** from Leave System
- If Employee does not regularly check e-mail, **Supervisor** provides a copy of the designation notice to Employee

**Note:** If leave request is not designated as FMLA, CS-HR discusses other available leave options with Employee and Supervisor (e.g. non-FMLA medical leave, personal leave, etc.)

### **SUPERVISOR STEP 4 RESPONSIBILITIES: FMLA LEAVE DURATION & TYPE**

- Supervisor** asks Employee how he/she will use paid time (if applicable)
  - If employee plans to use Short Term Disability (STD), **Supervisor** asks Employee to provide waiting period. Employee can call Benefits Department at 404-727-1658
- Supervisor** asks Employee to provide **intended dates** for which leave will be needed.

**Note:** FMLA Law allows

- Up to 12 weeks of unpaid leave in a 12-month rolling period OR

#### **Leave Options:**

- Full-time leave for a continuous period or intermittent leave on a reduced leave schedule
- The way in which FMLA is taken (intermittent or continuous) will depend on medical certification provided by the employee's health care provider

### **SUPERVISOR STEP 5 RESPONSIBILITIES: RETURN TO WORK FROM FMLA LEAVE**

- Supervisor** notifies CS-HR of Employee's actual return date once medical release is obtained
- Supervisor** must contact CS-HR on the date of employee returns to work to confirm that the employee has actually returned to work

**Note:** If FMLA leave was for employee's own serious health condition, employee's doctor must provide a signed "Release to Work" document (indicating with or without restrictions).

**OR**

- Employee** notifies Supervisor and CS-HR of Need for additional leave

**Note:** If FMLA leave has expired, **Department Leaders (Asst. Directors and above)** need to consult with **CS-HR** regarding employee's position. Options include:

- Extending the employee the option of non-FMLA medical leave
- Not holding the position and posting to open recruitment