

FMLA RESPONSIBILITIES

Supervisor Responsibilities

1. Keep records of the time off for FMLA purposes using the FMLA calendar provided. Send a copy of the completed calendar to Staff Benefits at the end of each month. This is in addition to and separate from reporting for Payroll (Kronos for non-exempt employees or Leave Reporting for Exempt employees). This calendar designates which absences are protected by FMLA and therefore not subject to the University Attendance Guidelines. The Payroll reporting designates how or if the employee is paid for the absences.
2. Notify Employee Benefits when the 12 weeks have been used. If not, the employee may lose availability for long-term disability.
3. Use paid leave time before any unpaid leave begins. (FMLA time off, paid time off and workers compensation time off run concurrently.)

In this order, you must:

- a. Use sick leave for the employee's own illness first.
 - b. Use only up to 20 days of sick leave for the employee's family member per fiscal year. (This includes the normal 5 days of allowable family sick leave, plus an additional 15 days for an FMLA approved reason.)
 - c. Use the convenience day for Non-Exempt Staff.
 - d. Use all accrued vacation days.
 - e. Request a leave without pay from Human Resources when all paid time off has been exhausted.
4. Intermittent leave can be used for medical appointments if for the FMLA reason. Supervisor should be provided with prior notification.
 5. Require all employees returning from a FMLA block leave to have a Fitness for Duty (return to work slip) from a physician with no restrictions in the essential functions of their job before they can return to work. If there are any restrictions, returning to work must be approved by Human Resources before any work is done.
 6. Time away from work on approved FMLA cannot be used in disciplinary actions or performance reviews.

Employee Responsibilities

1. Have your physician complete and return the Medical Certification within 15 days of the original Request for FMLA leave.
2. If on an intermittent leave, you must call in to work each day you cannot attend. Indicate if you are off work due to your FMLA reason or another reason. Absences that are not due to FMLA are not counted toward your annual FMLA leave entitlement, and should be communicated to your supervisor as sick leave, if available.
3. If on a block leave, keep your supervisor up to date on your status and intent to return to work.
4. Keep records of the time off for FMLA purposes using the FMLA calendar provided. Send that calendar to Employee Benefits at the end of each month. This recordkeeping is in addition to and separate from the reporting for Payroll. This calendar designates which absences are protected by FMLA.
5. You must use paid leave time before any unpaid leave begins.
 - a. Use sick leave for the employee's own illness first.
 - b. Use up to 20 days of sick leave for the employee's family member. (This includes the normal 5 days of allowable family sick leave, plus an additional 15 days for an FMLA approved reason.)
 - c. Use the convenience day for Non-Exempt staff.
 - d. Use all accrued vacation days.
 - e. Request a leave without pay from Human Resources when all paid time off has been exhausted.
6. You must pay for your share of benefits while on an unpaid leave.
7. If returning from a block leave, have your physician complete a Fitness for Duty Slip (return to work slip). If there are restrictions, returning to work must be approved by Human Resources before any work is done.