

## Supervisor's Checklist for Employee FMLA Leaves

### Tracking FMLA Leave

- Eligible employees receive 12 weeks (480 hours) of FMLA leave per year.
- All leave on a continuous basis is tracked in weeks.
- All leave on an intermittent or reduced schedule basis is tracked in hours.
- Holidays falling during continuous leave should be tracked against their FMLA.
- If an employee is not regularly scheduled to work during breaks (i.e. spring break), that time should not be tracked against their FMLA.
- Supervisors should track FMLA leave time for their employees and verify hours tracked with the [Employee Leave & Accommodation Coordinator](#), HRS, if questions arise.

### Email Away Message (or) Forwarding (if applicable)

- Employee should have e-mail forwarded to supervisor, or co-worker covering their area (or) an away message should be placed through the duration of leave, detailing who to contact in their absence. [Instructions](#) for forwarding/un-forwarding email.
- If the employee is unable to set an away message (i.e. due to their serious health condition) contact the postmaster in ITS with questions or if you wish to place a forwarding message.
- If forward is set by ITS, it is the supervisor's responsibility to communicate this to the employee. If a forward is set by ITS, an employee still has access to stop their e-mail from being forwarded.

### Phone Away Message (or) Forwarding (if applicable)

- Employees going on a planned leave should place an away message on their phone, detailing who to contact in their absence.
- If employee is unable to place away message, the phone extension can be forwarded during the leave. Contact a [Telecommunications Specialist](#) in ITS-Network Services, to arrange forwarding.

### Calendar (if applicable)

- Employee and supervisor should discuss employees need to block off their calendar while away. This may be more applicable for some calendar users than others.

### Keys

- Employee and supervisor should discuss employees need to return the office & building keys to the key shop in the Physical Plant. This may be needed for extended leaves, or if the employee may be applying for long term disability benefits.

### Office Equipment

- Employee and supervisor should discuss employees need for returning any office equipment during leave, such as credit cards, cell phones, laptops, desk/filing cabinet keys, etc.

### Time Card

- Discuss if the employee or department time card manager will complete their time card during leave.
- Contact payroll if you have questions on completing time cards or to determine time card manager for the department.

### Contacts Within Department

- Employee and supervisor should discuss how to announce the leave to their department, and other departments the employee may be in contact with regularly.
- Best practice is to inform others of leave, duration of leave, and contacts while on leave. Reason for leave does not need to be provided, and medical information should only be shared if employee chooses to discuss that information.
- Reminder: UNI e-mail is public information. It is suggested medical information NOT be shared through e-mail.

### Return to Work Considerations

- If leave is due to the employee's serious health condition, a return to work release form must be completed prior to their return.
- UNI reserves the right to request a fitness for duty exam, prior to an employee's return. HRS will contact the employee for arrangements if an exam is deemed necessary.
- Contact the [Employee Leave & Accommodation Coordinator](#) if employee is on an unpaid leave, to ensure a PAF is processed for return.