

A SUPERVISOR'S GUIDE TO FMLA

WHAT IS FMLA USED FOR?

Family Leave:

- birth of a child
- placement of a child through adoption or foster care (must involve court intervention)

Medical Leave:

- due to employee's own personal health condition that makes the employee unable to perform the essential functions of their job (ex., surgery, injury or illness)
- to care for the employee's spouse, child or parent with a personal health condition (including pregnancy complications)

Personal Health Conditions are defined as **ABSENCE plus TREATMENT:**

Absence – out of work for more than three (3) consecutive calendar days

Treatment – under the care of a health care provider (includes the use of prescription medication)

WHAT DO SUPERVISORS NEED TO KNOW?

- **Notify Risk Management as soon as you become aware of a potential FMLA-qualifying reason:** Leave must be applied as soon as the supervisor is notified that an employee will be out of work.
- **Employees are required to use accrued time during FMLA in order to get a paycheck:** Timesheets will be submitted by Risk Management, using the employee's available sick, vacation and/or personal time. Risk Management will complete timesheets only for employees under *continuous* FMLA; supervisors are still responsible for submitting timesheets for employees on *intermittent* FMLA.
- **Employees should NOT be allowed to return to work without a doctor's release, which must be forwarded to Risk Management so a "green sheet" can be issued:** The only exceptions are those employees returning from paternity leave or those who were assisting a family member with a serious health condition.

Please bear in mind that each request for FMLA is evaluated on a case-by-case basis – extenuating circumstances may affect the application of leave in several ways. These are merely guidelines to assist you in keeping track of an employee's rights under the Family & Medical Leave Act.

Questions and/or concerns may be directed to **Tera Arnold, FMLA Coordinator, at x3274**, or any member of the Risk Management Unit. We will do everything we can to assist you in getting your employee back to work as quickly as possible!