

Family and Medical Leave

Responsibilities when approved for FML

Approved Employee Responsibilities

- ❖ Respond timely to periodic status/update requests from Benefit Services.
- ❖ Accumulated leave must be used prior to any leave without pay. Work with Benefit Services if you are receiving compensation through short term disability or workers compensation.
- ❖ Accurately report all time away for FMLA using the correct FML codes in web-time entry. If intermittent leave is being used, only use FML codes when time away is due to the medically certified reason for which the FML leave was approved for.
- ❖ If leave is taken for parenting or bonding time and is not medically necessary, sick leave must be used before any other paid or unpaid leave.
- ❖ If leave is unpaid, make all contribution payments for benefits timely to maintain coverage. Invoices will be mailed to home address on file.
- ❖ If the circumstances of your leave change and the date you will begin your leave is either earlier or later than the date previously indicated, please notify Benefit Services as soon as possible.
- ❖ If the circumstances of your leave change and you are able to return to work earlier than the date previously indicated, notify Benefit Services at least two work days prior to the date you intend to report for work.

- ❖ You have been notified if you are required to present a fitness-for-duty (return to work) certificate to Benefit Services prior to being restored to active employment. The certification must indicate any restrictions that must be adhered to and for what time period. Updated certificates must be provided to Benefit Services as those restrictions change upon recovery. If such certification is required but not received, your return to work may be delayed until the certification is provided.
- ❖ Once you have a release to work from your doctor and provided it to Benefit Services, work with your supervisor on a plan to transition back to work.
- ❖ Any questions or concerns with regard to the employee on leave, the transition back to work, or after an employee has left can be discussed at any time with a Specialist in Benefit Services.
- ❖ Office of Sponsored Programs involvement: If you have requirements through the Office of Sponsored Programs such as signatures, approvals, etc., please make arrangements to satisfy these obligations prior to beginning your leave. Performing work of this nature may impact your eligibility for certain benefits and cause you to lose compensation for which you would have otherwise been entitled.
- ❖ Tenure Track Faculty: Faculty on track for tenure should review FSH 3520 Faculty Tenure, F-9. Extensions to understand the process for requesting an extension for mandatory tenure consideration. Some circumstances may impede a faculty member's progress towards achieving tenure as outlined in policy.

Supervisor Responsibilities

- ❖ Ensure that a timesheet is completed each pay period and that FML codes are being used for qualified leave.
- ❖ Avoid contacting the employee to perform any work functions or to inquire about the specific medical condition.
- ❖ Do not allow the employee to return to any type of active duty without receiving notification from Benefit Services that the employee has been released to work.
- ❖ If the employee is released to work with modified and/or work restrictions, adherence to those restrictions are required.
- ❖ Every effort to accommodate work restrictions must be made in an effort to transition employees back to work timely. Benefit Services will work with you, the department, and other departments on campus as appropriate to accommodate the employee and their restrictions.
- ❖ Once notification that an employee can return to work, a transition back to work plan can and should be discussed with the employee.
- ❖ Any medical information received must be sent to Benefit Services and not kept at the department level.
- ❖ Any questions or concerns with regard to the employee on leave, the transition back to work, or after an employee has left can be discussed at any time with a Specialist in Benefit Services.
- ❖ **Office of Sponsored Programs involvement:** If the employee has requirements through the Office of Sponsored Programs such as signatures, approvals, etc., please make arrangements to satisfy these obligations before the leave begins. Performing work of this nature

may impact the employee's eligibility for certain benefits and cause him or her to lose compensation for which he or she would have otherwise been entitled.

- ❖ **Tenure Track Faculty:** Faculty on track for tenure should review FSH 3520 Faculty Tenure, F-9. Extensions to understand the process for requesting an extension for mandatory tenure consideration. Some circumstances may impede a faculty member's progress towards achieving tenure as outlined in policy.