SUPERVISORS AND THE FMLA

Supervisors and the HR office must maintain two-way communication

Supervisors are the ones that know when an employee has been absent for the 3 consecutive days, or that there may be an ongoing medical issue resulting in absences.

Supervisor should notify HR. (It is then the responsibility of HR to initiate the FMLA certification process.) Supervisor should continue to record absences per policy.

Supervisor should not ask about or get involved in the medical issues of the employee.

After HR has received the FMLA information from the employee, if the employee qualifies for FMLA, HR will notify the supervisor that employee has been approved for FMLA and what the expected absenteeism will be (time line for prolonged period of time; or intermittent leave at what expected intervals. Medical information is not to be shared)

For prolonged FMLA absence. It is expected that employee will not be at work for a specific period of time. The employee is not required to call in for each day of absence. The supervisor will record absences as FMLA.

For intermittent FMLA absence: HR will have told the supervisor what type of absence to expect; i.e. 2 days a week, ½ days: The employee is required to call in per the policy for every absence. The employee is to inform the supervisor that the absence is due to the FMLA qualification. If the employee does not provide that information, the supervisor should ask if the absence is for the FMLA qualification. If the absence is FMLA, it should be recorded as such in the employee's leave. If it is not for FMLA, the absence should be recorded per policy.

If the supervisor has reason to believe that there may be some abuse of FMLA by the employee, they should report that to the HR office. The HR office will then take the appropriate action.

Once the employee is no longer qualified for FMLA or has exhausted their FMLA eligibility, the HR office should contact the supervisor and let them know that there is no further FMLA coverage for absences.

The supervisor will handle further absences per policy.

Accurate record keeping of the employee's absences is critical.

An employee cannot be subjected to any adverse action based on FMLA absences.