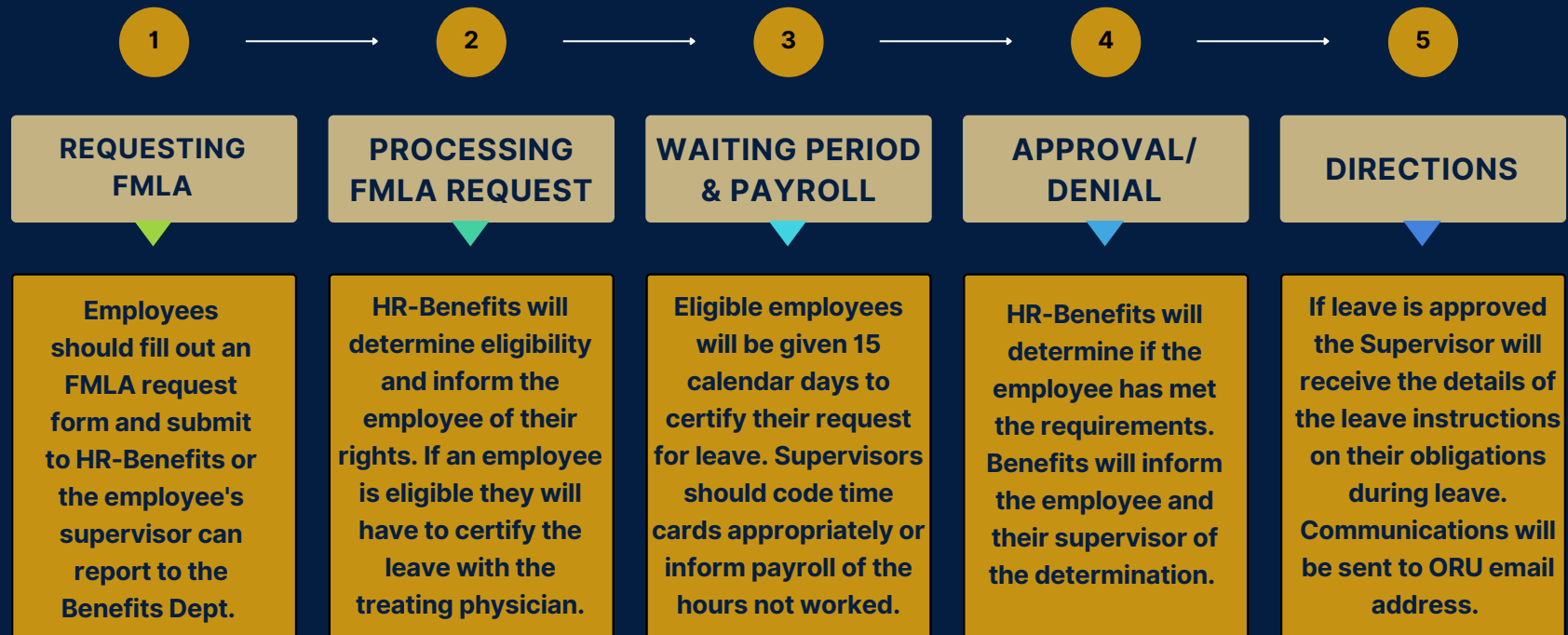


FMLA Process for Supervisors



FMLA Rights Required to be Reported to Benefits Dept.

KNOWN

A serious health condition reported by the employee: an illness, injury, impairment, or a physical and/or mental condition that involves inpatient care or continuing treatment by a healthcare provider. Should be requested 30 days in advance when possible. Examples: hospital stay, surgery and recovery, birth of a child, condition of qualified dependent etc.

1



UNKNOWN

Serious health conditions not reported by the employee: for all conditions that cause inability to work, unable to perform any essential job function, unable to perform daily functions. Examples: employee misses 3 days or more of work, complains about same condition such as migraines, or other health issues.

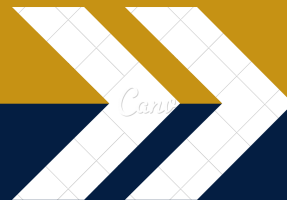
2



REQUESTED

HR will determine if an employee is qualified. If an employee requests FMLA then a request form should be filled out and sent to HR-Benefits immediately. ORU is obligated to provide employees with their FMLA Rights within 5 days of the request.

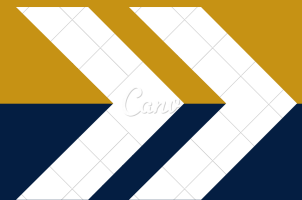
3



NO REQUEST

If a supervisor knows about or suspects there is a condition for which the employee is not reporting the supervisor is required to notify HR-Benefits immediately. Whether the employee wants to exercise their rights or not. Including conditions regarding an employee and/or their qualified dependent. The Benefits Department will determine rights and responsibilities.

4



FMLA

FAMILY MEDICAL LEAVE ACT

Approved Leave

1

HR HAS APPROVED LEAVE

HR will inform the employee and the employee's supervisor the specifics of the approved leave.

2

COMMUNICATION

While an employee is out on FMLA communications to the employee will go through or be approved by the HR Benefits office.

3

TIME OFF-PAYROLL

Supervisors are responsible to ensure the hourly employee time card is correct in Kronos or a salaried time off has been reported weekly to Payroll and HR-Benefits.

4

CONTINUOUS LEAVE

Employee's should not perform any duties. I.T. will remove access to the system. HR will request access be restored once a return to work has been approved.

5

RETURN TO WORK

Employee's should give at least a 24 hour notice to HR and if applicable submit a 'fit for duty' from their physician to receive approval before returning to their work duties.