FMLA Process for Supervisors

1 2 3 5

REQUESTING FMLA

PROCESSING FMLA REQUEST

WAITING PERIOD & PAYROLL

APPROVAL/ DENIAL

DIRECTIONS

Employees
should fill out an
FMLA request
form and submit
to HR-Benefits or
the employee's
supervisor can
report to the
Benefits Dept.

HR-Benefits will
determine eligibility
and inform the
employee of their
rights. If an employee
is eligible they will
have to certify the
leave with the
treating physician.

Eligible employees
will be given 15
calendar days to
certify their request
for leave. Supervisors
should code time
cards appropriately or
inform payroll of the
hours not worked.

HR-Benefits will determine if the employee has met the requirements. Benefits will inform the employee and their supervisor of the determination.

If leave is approved the Supervisor will receive the details of the leave instructions on their obligations during leave.

Communications will be sent to ORU email address.

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.



UNKNOWN REQUESTED NO REQUEST

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.

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.



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.



FMLA

1

HR HAS APPROVED LEAVE

IR 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.

FAMILY MEDICAL LEAVE ACT

Approved Leave

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.