Return to Work Guidance

Family & Medical Leave Act

Employee

☐ 1. Notify HR Administrator and/or supervisor of expected return to work date based on return to work certification/release from medical provider

☐ 2. Acquire return to work certification/release from medical provider and submit to HR Administrator and/or supervisor on or before day of return. *If such release is not received, your return to work will be delayed until the certification is provided

☐ a. Return to Work Form

☐ 3. If applicable, discuss restrictions with HR Administrator

☐ 4. Discuss need for continued medical care absences with HR Administrator

☐ a. If applicable provide updated release/certification noting changes in treatment frequency or duration

☐ 5. Ensure that time is reported using FMLA codes if you have on-going medical absences related to the approved FMLA request

Supervisor

☐ 1. Provide HR Administrator with employee’s expected return to work date, based on return to work certification/release from medical provider and/or communication from employee

☐ 2. Provide the employee’s return to work certification/release from medical provider to HR Administrator. *Supervisors should not retain a copy

☐ 3. If applicable discuss restrictions with HR Administrator before discussing with employee

☐ 4. Discuss need for continued medical care absences with HR Administrator

☐ 5. Ensure that time is reported using FMLA codes if the employee has on-going medical absences related to the approved FMLA request

☐ 6. Coordinate any potential position changes with HR Administrator, and ensure proper orientation is provided to the employee
HR Administrator

☐ 1. If applicable, submit return to work ePAF based on return to work certification/release from medical provider for employees own serious medical condition and/or communication from employee for other circumstances.

☐ 2. Provide the employee’s return to work certification/release from medical provider to UFHR Central Leave if change in frequency or duration is noted on med cert

*Supervisors should not retain a copy

☐ 3. If applicable discuss restrictions with supervisor before discussing with employee

☐ 4. Discuss need for continued medical care absences with supervisor

☐ 5. Ensure that time is reported using FMLA codes if the employee has on-going medical absences related to the approved FMLA request

☐ 6. Coordinate any potential position changes with supervisor, and ensure changes are consistent with FMLA regulations

☐ 7. Continue to monitor FMLA leave until employee fully returns from leave, if applicable