



# Return to Work Guidance

## Family & Medical Leave Act

### Employee

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- 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

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- 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

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- 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