



Supervisor Guide & Checklist

Family & Medical Leave Act (FMLA)

FMLA Definition

FMLA is a federal law designed to provide “protected” unpaid leave to eligible employees when leave is required due to “qualifying” events or conditions for either themselves or an immediate family member. For more information, visit the [UFHR FMLA website](#).

Criteria and Provisions

1. Continuous leave - an employee is absent for more than 3 consecutive workdays
2. Reduced work schedule leave - an employee continues to work, but the employee’s regular work schedule is reduced to a certain number of hours per day, week, and/or month
3. Sporadic/Intermittent leave - an employee takes leave in periodic increments of time; hourly, daily, and/or weekly increments
4. Reasons for leave - medical, pregnancy, adoption/foster care, military caregiver, military exigency
5. Duration of leave - date the leave begins and the return to work date; office visits and healthcare provider’s appointments for intermittent leave

Supervisor-Employee Discussion Topics

- 1. Confirm amount of time and dates employee will be on leave
- 2. Discuss time reporting (see [Time Reporting and Tracking](#) section below)
- 3. For intermittent leave or reduced work schedule, reinforce call-out procedures
- 4. Review/discuss work coverage and business needs
- 5. Move critical, ongoing, or pending work products to a share drive or other accessible location/device
- 6. Email and phone messaging or forwarding

Supervisor Guide & Checklist

Family & Medical Leave Act (FMLA)

- 7. Calendar blocking for time out of office
- 8. Keys/electronic building access – collect/disable if applicable
- 9. Office equipment, including laptops, cell phones, UF Pcard – collect/disable if applicable
- 10. Notification to coworkers and other key constituents regarding absence
- 11. Discuss return to work plan (see Return to Work Considerations section below)

Time Reporting and Tracking

- 1. Confirm who will be responsible for reporting leave for employees on a continuous leave of absence (e.g. employee, supervisor, time and labor administrator, college/unit HR administrator)
- 2. Discuss with employee the importance of accurately reporting time related to FMLA absence (appropriate FMLA code usage, timely entry and corrections, etc.)
- 3. Employee is responsible for distinguishing between FMLA absences and regular absences while on reduced work schedule or intermittent leave
- 4. Inform employee to discuss any time reporting or benefits-related concerns with college/unit HR administrator
- 5. Supervisor is responsible for tracking FMLA usage against the maximum allowable
- 6. Complete the [Intermittent leave application](#), as needed

Return to Work Considerations

1. If leave is due to the employee's serious health condition, a return to work release must be submitted prior to their return
2. UF reserves the right to request a fitness for duty exam, prior to employee return
3. If ADA accommodations are needed, coordinate with ADA Compliance Office in conjunction with the college/unit HR administrator
4. Contact the college/unit HR administrator prior to employee's return to discuss next steps
5. Formulate a work plan for employee's return

Supervisor Guide & Checklist

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Dos and Don'ts

1. Supervisors DO NOT have the authority to contact healthcare providers with any questions related to the employee's absence. Direct any questions to your college/unit HR administrator.
2. Supervisors DO have the right to contact the employee while he/she is on leave to discuss critical business needs or to confirm return to work plan
3. Supervisors DO have the authority to request that employees on reduced work schedule or intermittent leave coordinate office visits and appointments with times that are least disruptive to departmental needs and operations.
4. Supervisors DO have an obligation to hold an employee who is on reduced work schedule or intermittent leave accountable for meeting work goals and business objectives

Acknowledgement

Employee Signature

Date

Supervisor Signature

Date