FMLA, ADA, LOA & WC
The Alphabet Soup of Managing Your Employee’s Absence from Work

MUSUPERVISORY TRAINING CERTIFICATE PROGRAM

BROUGHT TO YOU BY THE OFFICE OF HUMAN RESOURCES
FMLA
The Family and Medical Leave Act (FMLA) provides eligible employees with unpaid, job-protected leave when medically necessary.

Employee eligibility varies among union groups, often offering greater benefit than federal FMLA laws.
Supervisors are an important liaison between employees and Human Resources when dealing with Absences and FMLA

- HR is counting on supervisors to inform us when employees are out
- This affects both HR and Payroll
A doctor’s note is required for an absence of three or more consecutive work days.

Please forward all notes to Human Resources.
EXAMPLES OF FMLA SCENARIOS

- Employees having surgery
- Employees caring for a family member
- Employees missing work days due to multiple doctor appointments
- Employee emergency illness/accidents (not Workers Comp)
Advise employee to contact HR to set up an appointment to discuss FMLA options
- Not every scenario will result in the need for FMLA paperwork
Employee Receives:

- Request for FMLA Form (employee fills out)
  - Employees may request full time absence or intermittent time off (up to 12 weeks/450 hours)

- Serious Health Condition Form (physician fills out)
  - Physician form gives a description of the health condition, absence time needed and return to work orders
When an employee applies for FMLA, employees and supervisors will receive:

- Eligibility Letter (instructions for employee)
- Notice of Eligibility (gives general reason for FMLA, FMLA eligibility and any additional instructions)
- Notice to Employees (gives specific details to employee about their FMLA absence, according to their union group)
NOTICE OF ELIGIBILITY
When employee is approved for FMLA employee **and** supervisors will receive:

- Designation Letter (gives instructions)
- Designation Notice (explains approved absence begin and end dates, the type of absence the employee has requested, and return to work instructions)

  - Note: Employees may have different return to work instructions and time tables.
DESIGNATION NOTICE
Employees are required to send a medical release to HR prior to beginning work.

Employees are required to contact HR and their supervisor prior to returning to work.
QUESTIONS???