

## SUPERVISOR/ADMINISTRATOR RESPONSIBILITIES

- If you receive information of any kind (a hospitalization notice via Jay-Net, chatter around the coffeepot, etc.) concerning an employee's absence due to family or medical circumstances, you are responsible to investigate and ***advise the employee of his/her rights***. Individual supervisors can be held legally liable for failing to comply with this federal law.
- Once you are aware of a possible FMLA situation, refer the employee to Human Resources and contact Toni Parsley at 280-2913.
- Any information related to a family or medical leave must remain confidential. You will receive copies of the initial FMLA correspondence from Human Resources. Once all the necessary forms have been received in HR from the employee, a memo will be sent to you stating whether the leave has been approved or denied. All FMLA information must be kept in a secure location.
- When the employee begins his/her leave, you must send an EAF form via e-mail to Human Resources as notification of the leave action. **The EAF form and instructions can be found on the Human Resources Web Site at [http://www.creighton.edu/HR/hr\\_pubs.htm](http://www.creighton.edu/HR/hr_pubs.htm). IT IS NOT NECESSARY TO ROUTE THE EAF TO OTHER PERSONNEL FOR APPROVAL.** This applies to *all* leaves. Start dates may be backdated for an accurate reflection of time used.
- It is your responsibility to keep accurate records of any and all time used. FMLA leave can be used in 15-minute increments.
  - ❖ For bi-weekly paid employees on leave, be sure to indicate on timesheets how many of the reported hours are FMLA. All sick, vacation, holiday and FMLA hours must be tracked on the calculation sheet provided by HR.
  - ❖ For monthly paid employees, you must provide HR via e-mail with current information regarding the employee's sick, vacation, holiday and FMLA time. For instance, if the monthly employee is going on a leave May 24, you must provide HR with the sick and vacation time that was used in April, and time used so far in the month of May. For clarification, please contact Human Resources. A reminder to submit time for monthly employees will be sent around the 20th of each month.
- ***When an employee returns to work following a leave due to his/her own serious health condition, they must provide a fit-for-duty certificate prior to resuming work duties.*** This certificate will be given to the employee with the initial leave paperwork. If there is a question concerning the employee's fitness to return to work, please contact Human Resources. This form must be sent or faxed to HR and an EAF indicating the end of their leave must be submitted.
- When FMLA leave has ended (either the employee returns to work or he/she exhausts the 12 weeks) an EAF must be completed to indicate the change in leave action. This may be returning to work, or changing from an FMLA Leave to a Non Qualified Medical Leave.
- If there is a change in type of leave (i.e. from full leave to reduced schedule leave) an EAF must be completed to indicate the change in leave action. This must be sent to Human Resources.
- If the employee exhausts the 12 weeks of available FMLA leave, it is the decision of the department whether or not to replace the employee. If you are considering replacing an employee who has exhausted his/her FMLA leave, please contact Human Resources to discuss appropriate handling.

## **FMLA Checklist**

- Memo received from HR approving/denying FMLA leave
- EAF sent to HR to begin FMLA leave
- Started calculation sheet for employee
- EAF sent to HR to end FMLA leave