



WHAT TO DO PRIOR TO YOUR LEAVE:

- Request for Family Medical Leave by completing and submitting the FMLA/Extended Leave Request. Request for leave should be made at least one month prior to your leave start date to ensure that your leave will be properly recorded. If the leave is unforeseeable, notify your supervisor and Senior Benefits/ADA Coordinator as soon as possible about your need for leave.

- Upon receipt of your request, the Senior Benefits/ADA Coordinator will forward you your Notice of Eligibility & Rights and Responsibilities under the Family and Medical Leave Act along with the necessary forms for you to review and have your treating health care provider complete.
 - Supervisors – if you receive a notification or any updates from your employee regarding a leave of absence please be sure to notify Senior Benefits/ADA Coordinator so that the leave can be properly administered.

WHAT TO DO WHILE YOU ARE STILL OUT ON LEAVE:

- Update your time sheet appropriately to reflect your usage of annual, sick, or leave without pay to avoid any discrepancies in your pay.
 - Supervisors – You will need to continue to review, approve, and submit your employee's time sheet while they are on leave. If your employee is unable to update their time sheet, please coordinate with Payroll to assure their time sheet s updated accurately.

- If you go on leave without pay, you will need to pay for the employee portion of benefits.
 - Coordinate with the Office of Payroll to arrange to make your personal payments to continue your benefits (only if you are on leave without pay, i.e., not receiving a paycheck from the university).
 - If your leave was due to Pregnancy Disability Leave or Parental Bonding, notify the Senior Benefits/ADA Coordinator within 7 days of the birth of your child.
 - Remember to enroll your new baby into benefits (medical, dental, vision, legal, life, AD&D plans) within 31 days from date of birth. If you need help with this process, please contact the Senior Benefits/ADA Coordinator.

- If your leave is extended beyond the date originally identified by your treating health care provider, immediately notify the Senior Benefits/ADA Coordinator and your supervisor.

WHAT TO DO WHEN YOU ARE READY TO RETURN TO WORK:

- Have your doctor complete a Return to Work Certification indicating the date you can return to work and if you have any restrictions.

- Contact your supervisor and Senior Benefits/ADA Coordinator to confirm your return to work date and provide a copy of your Return to Work Certification.
 - Supervisors – Check with the employee to ensure they have notified the Senior Benefits/ADA Coordinator of their return to work.