

# Leader Leave of Absence Checklist:

- 1** Employee Contacts Supervisor about Need for Leave and Supervisor Refers the Employee to FMLASource  
*The Supervisor notifies the employee what days he will be taken off the schedule and expectations for call in procedure to department and FMLASource. Supervisor should mark TASS as FMLA/ADA pending and the paid leave (PL) and disability leave (DL) policy should be followed. Supervisor may ask employee if he/she wants to be called to check up on him/her during the leave. Manager should review employee's records for PPD, Performance Evaluations, licensure, BLS to establish expectations with the employee.*
- 2** Contact FMLASource if there is any concern or questions regarding the leave request  
*www.fmlasource.com  
 (844) 242-6747; Monday through Friday, 8:30 a.m. to 10:30 p.m.  
 Download the FMLASource NOW app*
- 3** Email Communication from FMLASource  
*You will receive periodic emails from FMLASource as to the status of employee's leave. Please contact the employee to encourage him/her to follow up with provider in a timely manner to avoid the absences being counted as unprotected, which may result in a disciplinary action. If personal/ medical leave, Manager/Department Leader must respond to FMLASource within 7 days of the request.*
- 4** Receive and Review the Decision Letter from FMLASource  
*Supervisor should expect phone calls from employee concerning his/her work schedule, expectations for call in procedure to department and FMLASource, PL and DL hour. Supervisor may remind employee of Return to Work (RTW) note required prior to return to schedule. RTW note not required for leaves that are not for employee's own health or are intermittent.*
- 5** Review Return to Work Notifications  
*If the absence was due employee's own health condition, he/she must be cleared to RTW. Ensure RTW note is attached in FMLASource's email Notification. If the employee is cleared to return to work without restrictions add employee to schedule as usual. If there are restrictions that you are not able to accomodate it, or if there is any question or concerns consult with Human Resources prior to making a decision.*
- 6** Weekly Reports Sent by FMLASource  
*Compare employee call outs against those reported to FMLASource (Leave Usage Report). If the employee repeatedly fails to call off to either or both parties, he/she may be subject to disciplinary action. Manager/Department Leader must review with Human Resources before taking action.*

## Disability Leave Hours

*\* Maternity/Paternity leave may be used as FMLA Intermittent if approved by Manger/Department Leader.*

*\* For Maternity/Paternity leave, disability benefits may be paid for six (6) weeks for a normal delivery, eight (8) weeks for a caesarian delivery.*

*\* Employee must use accrued disability pay (DL) for their own health condition, paternity, or leave for birth, adoption, or placement of child. DL will apply after paid leave (PL) has been used for the first 24 hours of leave.*