Manager Checklist for Family and Medical Leave (FMLA) Administration

In an effort to bring clarity to the process of administering FMLA, MCGHealth Human Resources (HR) has created a checklist for managers to follow if they have an employee that may need to exercise his/her rights to this benefit.

**Continuous Leave:**
___ Employee requests Family Medical Leave (FMLA) benefits by:
   ___ turning in a leave of absence request form, HIPAA form and;
   ___ submitting a federal certification form to FMLA/Workers’ Compensation Manager, located in Occupational Health Services. These forms are located on the MCGHealth intranet under Human Resources/HR Forms

___ Manager submits an automated Employee Information Form (EIF) for leave of absence to HR

___ Once HR receives the Certification form, the FMLA/Workers’ Compensation Manager approves or denies FMLA based on eligibility criteria stipulated by the Family and Medical Leave Act (FMLA).
   ___ If FMLA/Workers’ Compensation Manager has not received the certification form, the employee requesting leave will receive the Notification of Rights and Responsibilities. This correspondence states whether or not the employee is eligible for FMLA, as well as what the employee’s responsibilities are under the FMLA. If a certification form has not been received by HR within 15 days of receipt of this letter, his/her leave of absence may not be covered under FMLA.
   ___ If HR has received the certification form by the time the EIF is submitted, the FMLA/Workers’ Compensation Manager will send the Designation Notice of FMLA to the employee stating the employee has been granted FMLA as well as when his/her benefit started. The employee’s manager will also receive a copy of the Designation Notice.

___ At this point, the manager should consider how the employee’s absence will affect the operations of the unit and if a temporary position is necessary. If deemed necessary, the manager will contact the Talent Acquisition and Compensation and Performance Management sections of Human Resources to coordinate recruiting a replacement.

___ If the FMLA absence was due to an employee’s own illness, he/she must be cleared by Occupational Health Services before returning to work.

___ If temporary help was utilized; the manager will terminate the temporary position and re-integrate the returning employee into his/her unit.

___ The FMLA/Workers’ Compensation Manager will submit an automated EIF to officially return the employee to work.

**Intermittent Leave:**
___ Employee submits a Certification, requesting Family Medical Leave (FMLA) benefits

___ FMLA/Workers’ Compensation Manager notifies manager of the request for leave

___ FMLA/Worker’s Compensation Manager approves or denies FMLA based on eligibility criteria stipulated by the Family and Medical Leave Act (FMLA). Same notification guidelines apply as to continuous leave.

___ As the employee uses days and/or hours, the manager will track the time used, either by using the Time & Attendance system (if hourly), or documenting on the Time Sheet (for monthly staff). The manager will continue to track this time, until the benefit has been exhausted or 12 months have elapsed: whichever occurs first.

___ As the employee uses the time off, the employee is required to submit an Intermittent Absence Report to his/her manager when returning to work. The employee will have two (2) days to respond. If they do not respond within two days, the employee will risk denial of leave (in which case points are assessed and may be applied).