

Additional information regarding FMLA

FMLA is to be taken concurrently with any paid leave. If the employee does not have leave or runs out of leave while on FMLA, they may then go to leave without pay.

The employee should not use all of their sick or vacation leave and then apply for FMLA. The employee should apply for FMLA at the onset of the condition.

What if the employee is not eligible for FMLA?

- If the employee is not eligible for FMLA, they may request this leave in the future because eligibility can change.
- In some cases, the employee may not meet the requirements to be qualified for FMLA but may qualify for an accommodation.
- If the employee is not eligible for FMLA, they may contact HR to discuss other possibilities of leave.

All FMLA forms are available in the HR Office.

Office of Human Resources

**Brown Hall, Suite 434
105 West O Street
Phone: 479-968-0396
Fax: 479-968-0693
E-mail: hr@atu.edu**

SUPERVISOR'S GUIDE TO FAMILY MEDICAL LEAVE



What is FMLA?

FMLA is leave entitlement for reasonable, job-protected leave for specified family and/or medical reasons. Under FMLA, eligible employees have a right for up to 12 weeks (480 hours) of job-protected *unpaid* leave per 12 month period for the following reasons:

- Incapacity due to pregnancy, prenatal care or child birth
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter or parent with a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job.

In addition, the FMLA was amended in 2008 to include:

- For any qualifying exigency arising out of the fact that a spouse, son daughter or parent is a military member on covered active duty or call to covered active duty status OR
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter or parent.

FMLA Eligibility

- Have been employed by ATU for at least 12 months
- Have at least 1,250 hours of service during the 12 months before leave begins
- If an employee has met these guidelines and have missed 3 or more consecutive work days, they may qualify for FMLA.

Recognizing possible FMLA

Employees may not always say that they need FMLA. Instead, watch for employees missing time from work (whether using sick leave or some other paid leave) or needing a change in schedule. For example, an employee:

- Has been calling in sick a few days each week for several weeks.
- Indicates that he may need to adjust his schedule for some type of treatment.
- Tells you his child has been diagnosed with a condition and will need to take off a few days each week to attend appointments and meet with specialists.
- Tells you they may need time off for surgery.
- Tells you they are planning to reduce to a part-time schedule, for the first month after the baby is born.
- Tells you she will need to be on part or full bed rest prior to the birth of her baby.

These are just a few of the examples that may be mentioned. Each employee and/or situation may be different.

Responding to the situation

Acknowledge the employee's situation and direct them to the HR Office. You should also notify HR that the employee should be contacting us.

HR will notify the supervisor of approval/denial, date of procedure, dates of expected absences, any restrictions and a return to work date.

All medical information is housed in HR and is kept confidential.

Employees should submit medical information directly to the HR Office and NOT to their supervisor.

Any medical information that the supervisor learns of should be kept confidential and is NOT to be shared with others.

