

## **TWU Employee, Supervisor and Human Resources FMLA Responsibilities**

### **Employee Responsibilities:**

To take advantage of Family and Medical Leave, you must:

- Complete [Request for Family and Medical Leave](#) in a timely fashion
- Have Department of Labor [Certification of Health Care Provider](#) completed
- Submit forms to Human Resources 30 days in advance of planned medical treatment or birth/adoption of a child, or as soon as possible (within 15 days) for emergency situations
- Provide Family and [Medical Leave Updates](#) every 30 days if applicable
- Notify supervisor, in writing, prior to the expiration of the leave, if the employee will not return to work.
- Report to supervisor at reasonable intervals status and intent to return
- Provide [Return to Work Release](#) that he/she is able to return to work

### **Supervisor Responsibilities:**

- If employee has not requested Family and Medical Leave, the Supervisor, based on available information, determines if the employee might qualify for FML and notifies employee of the need to contact Human Resources.
- The Supervisor contacts Family and Medical Leave Coordinator.
- The Supervisor notifies Family and Medical Leave Coordinator if employee's situation changes and forwards any new correspondence.
- The Supervisor confirms all leave that is related to Family and Medical Leave.
- The Supervisor completes time sheets in phoenix for staff members while the employee is on a continuous leave.
- The Supervisor completes the sick leave report for each faculty member on leave and forwards these forms to our payroll office monthly.
- The supervisor must confirm that leave recorded is leave taken FMLA leave.
- The Supervisor contacts the Family and Medical Leave Coordinator with employee's return date.
- The Supervisor forwards the health provider's return to work certification to Family and Medical Leave Coordinator.

### **Human Resources Responsibilities:**

- Determine employee's eligibility
- Provides employee with necessary documents
- Communicates with the supervisor and the employee where appropriate
- Coordinates with department to track employee FMLA hours used
- Retain records of all dates that Family and Medical Leave is taken and all leave requests for 3 years.