



HRM: SUPERVISOR FMLA CHECKLIST

1. Submit Request for FMLA

- FMLA Notification Form completed by employee if possible. If not, then completed by supervisor.
- The following items MUST be included on the form in order for HR to process the employee's request for leave:
 - Complete Section B.2 including your signature and the date a copy of completed Notification Form was given to the employee. You will also need to indicate if a medical release will be required to return to work. Refer to PS-34 if needed.
 - Complete Section C by indicating the estimated effective dates of the leave and the reason for the leave.
- Send the completed document to Rebecca Smelley: rsmelley@agcenter.lsu.edu, 103 Efferson Hall, FAX: 225-578-8284.

2. Medical Certification

- If a medical certification is required, insure the employee has the forms.
 - If your employee has specific tasks in their job description that may be impacted by their return to work, you will need to complete the "Supplement to Section B."
- Return completed form (if submitted to you by the employee) within 15 calendar days of HRM's receipt of the FMLA Notification Form to Rebecca Smelley. Employee may submit directly to HRM.

3. Additional Arrangements

- Discuss with the employee the use of leave & how will leave requests will be completed (as instructed by HR) during the employee's FMLA leave.
- Report any changes to the employee's FMLA leave to Rebecca Smelley in Human Resources of the new date (i.e., returning earlier or later than originally planned).
 - HR will decide if any additional medical information is needed to support additional FMLA leave.
- If FMLA is approved, the AgCenter requires an employee to exhaust all forms of accumulated paid leave, such as sick, annual, and compensatory time before the employee can go into a non-paid status.
- Leave requests must be submitted in Workday for an employee's time away from work.
 - Continuous Leave: Employee (or Admin) will need to enter sick, annual, or Compensatory leave requests with "FMLA" included in the comments. (NOTE: Do not use the "Intermittent FMLA Qualifying Event" leave categories).
 - Intermittent Leave: Employee (or Admin) will enter "Intermittent FMLA Qualifying Event" leave for your time away from work (NOTE: You will need to choose between Self and Family as well as sick and annual).
- The employee must submit a medical release to you prior to their return to work.
 - The employee may be released to perform light duty, which may not be available in your department. If the medical provider indicates restrictions, you should discuss with your unit head to determine if the restrictions can be accommodated. Input from HRM may be requested. The employee will still need to submit a full medical release once the restrictions are no longer medically necessary.
 - Send a copy of the medical release to Rebecca Smelley in HR.