

MANAGER CHECKLIST – FMLA/LEAVE OF ABSENCE

- Lancaster General Health Notice of Eligibility and Rights & Responsibilities form** – The manager completes and signs the first half of the form and has the employee sign **within five (5) business days** of being made aware of the FMLA qualifying condition.
- If the employee is not at work and is not going to return to work within 5 business days when he/she makes the manager aware of the qualifying condition, completed FMLA paperwork with instructions needs to be mailed by Regular and Certified mail to the employee's home. Make a copy of the **Notice of Eligibility and Rights & Responsibilities form** once you have completed your portion, and send a copy to the Leave Administrator. When proof of the signed receipt is returned to you, it should be forwarded to the Leave Administrator.
- Certification of Health Care Provider form** – Manager must give this form to the employee at the time the **Notice of Eligibility and Rights & Responsibilities form** is completed. Manager must attach a copy of the employee's job description to the Health Care Provider form. Manager instructs the employee to have the form completed by the treating health care provider. Employee is responsible to return the Health Care Provider form within 15 days to the Leave Administrator, or the leave may be denied. Manager should ask for documentation of the adoption or foster care agreement in order to be approved for such leave.
- Instruct the employee to either speak to or meet with the Leave Administrator. Employee should review their rights and responsibilities while on an approved leave.
- US Department of Labor, Employment Standards Administration, Fact Sheet #28A** – Manager must give this fact sheet to the employee at the time the Request for LOA form is completed. It explains the Federal FMLA law
- Paid Time Off Schedule form** – Manager must give this form to the employee at the time the Request for LOA form is completed. The employee should complete and give to the manager. Manager gives to the Timekeeper to complete the employee Time Record by using the appropriate leave codes in Time and Attendance.
- FMLA Tracking Calendar** – Manager maintains this form to keep track of all missed time relative to the FMLA leave. Once the employee's FMLA year is concluded, the manager must send the tracking calendar to the Leave Administrator. Leave Administrator will keep on file with all related FMLA paperwork.
- Manager should ask if employee is scheduled to attend any classes or training** during the leave period. Employee should be instructed to go out to NetLearning and un-enroll in any scheduled classes, before the leave begins.
- Manager must complete an Ultimius E-Form located on the LG Intranet** if the employee is to be off work in excess of two (2) weeks. Do not complete an Ultimius E-Form if the employee goes off work and returns within the same pay period.
- A copy of the Designation Notice form, approving or denying the leave, has been received from Leave Administrator.
- A Fitness for Duty note** from the employee's treating health care provider is required for the employee to be able to return to work. Manager must give this form to the employee at the time the **Notice of Eligibility and Rights & Responsibilities form** is completed. The manager may not allow the employee to return to work without this note. (The fitness for duty form is not required if the employee has been off work to care for a family member.) If any restrictions are noted on the form, the manager determines if the restrictions can be accommodated. If not, the employee remains on leave until the restrictions change so that they can be accommodated or are lifted. The manager should then initial and forward the Fitness for Duty Notice to Leave Administrator. Managers may not keep a copy in the department file.
- Manager must complete an Ultimius E-Form located on the LG Intranet** on the day the employee returns to work, if a form was completed previously placing the employee on leave. (Even if employee returning with a reduced schedule)
- Medical Recertification** – At any time a manager recognizes an employee's missing time from work changes significantly from what was initially stated, the manager must contact Leave Administrator before requesting a **medical update**. The manager should write "Update" on the **Certification of Health Care Provider form**, attach a copy of the job description, and record the dates of absences directly onto the form. Manager instructs the employee to have the form completed by their treating health care provider and have the provider return the completed form to the employee within 15 calendar days from the date the employee received the form. Employee is responsible for forwarding the Health Care Provider form to Leave Administrator within the required 15 day period, or risks the leave continuation being denied as well as being subject to disciplinary action.
- Employee **Transfers** to another department or entity, forward the tracking calendar **confidentially** to the new manager.
- Employee **Terminates**, or the 12 month period is over, forward the tracking calendar **confidentially** to Leave Administrator.

Manager files should only have Request for Leave Form, Tracking Calendar, Paid Time Off Schedule, and Manager Checklist. All other information should be sent to and maintained by the Leave Administrator.