

## **Role of the Supervisor in Managing W/FMLA Leave**

When W/FMLA is approved for one of your employees you'll receive a copy of the approval letter, which will outline what specifically has been approved. In addition, if you've not previously had an employee that has been granted W/FMLA previously, you'll also receive a letter that provides additional information (as follows below) to assist with understanding your role in managing the leave.

W/FMLA leave can be for continuous, intermittent, or reduced schedule leave. W/FMLA is not additional leave, it is not paid leave; it is unpaid protected leave. An employee may use accumulated leave balances (sick, vacation, personal holiday, etc.) if they wish to have their leave as paid leave.

When FMLA leave is approved for intermittent leave or reduced schedule leave, it is critical that you track the employee's absences to ensure that the interests of the employee and the employing unit are met. There is an excel spreadsheet that is provided so that hours can be tracked towards the total hours absent and total FMLA hours used.

The School of Education Divisional Disability Representatives (DDR's) are available to assist with questions, concerns and/or for assistance at any of these times:

- If you have any questions regarding tracking the employee's absences.
- Any time FMLA absences are not consistent with the information in the attached copy of the employee's FMLA approval letter regarding anticipated frequency of absences and/or the duration of current medical leave or condition.
- About 2 –3 weeks prior to the end of the approved FMLA leave, which is stated in the attached letter to the employee approving FMLA.
- Whenever you or the employee with the approved FMLA leave has questions about FMLA. I appreciate your attention to this matter.