

FMLA ADMINISTRATIVE PROCEDURES

SUPERVISOR'S GUIDE

1. When a supervisor becomes aware of an employee's potential need for FMLA, the employee should be sent to the Human Resources Department to pick up:
 - A copy of the *Family and Medical Leave of Absence Notice of Rights*
 - A *Family and Medical Leave Of Absence Request* form.

Copies may also be obtained through Human Resources on CORI and the City of Racine public website, www.cityofracine.org.

2. The employee must submit the *Family and Medical Leave Request Form* to his/her immediate supervisor for signature then return the form to the Human Resources office at least 30 days in advance of the leave. If it is not possible to give 30 days' notice, the employee must give as much notice as practicable.
3. The Human Resources Department, upon request for a leave, will determine if the employee is eligible for FMLA and complete a *Notice of Eligibility and Rights & Responsibilities (WH-381)* and forward a copy to the employee and supervisor. This response will outline all of the specifics regarding the leave. This form simply notifies the employee whether he/she is eligible for FMLA or not and their rights – it is **not** the official approval of the request for FMLA.
4. Upon receipt of the *Certification of Health Care Provider for Employee's Serious Health Condition (WH-380-E)* or the *Certification of Health Care Provider for Family Member's Serious Health Condition (WH-380-F)*, the Human Resources Department will determine whether the request is approved, denied, or if more information is needed before a determination can be made and provide the employee and supervisor with a *Designation Notice (WH-382)*. This is the approval/denial of FMLA.
5. For leaves longer than thirty (30) days, the employee will be required to provide continuing certification every 30 days. The employee's supervisor should contact the Human Resources Department when the employee is reaching 30 days so that the appropriate forms can be forwarded to the employee.
6. An employee returning from a leave must turn in a fitness for duty certification from the attending physician. The *Attending Physician's Report* can be utilized by an employee's physician to document a return with restrictions.
7. Each supervisor should develop a tracking system to ensure that all of the proper documentation is sent. Track dates when the medical certification was sent and received, any attending physician's report request and response, and forward all return to work items to Human Resources.
8. The employee's time in TMS should be tracked using the FMLA Codes 70-78. These are also listed on the *Family and Medical Leave Request Form*.
9. If a supervisor becomes aware of an employee who might be eligible for FMLA, but has not requested the leave, notify Human Resources so that information can be forwarded to that employee. When in doubt, call Human Resources!