

Family and Medical Leave Act (FMLA) Supervisor Quick Reference

If FMLA is not applicable to the absence, refer to the following documents for guidance:

Teamsters Agreement

PNA Agreement(s)

HR16-Leave of Absence Without Salary (Other Than for Extended Active Military Service)

HR34-Employment Conditions for Staff Employees

HRG7-Absence From Work Resulting from Pregnancy or Childbirth

HRG11-Family and Medical Leave

HRG18-Paid Parental Leave for Faculty

If FMLA is applicable to the absence:

1. Advise the employee the absence is covered by FMLA;
2. Provide the employee with a copy of the PSU FMLA employee notification information;
3. TRACK ABSENCE AS FMLA using the appropriate codes on the vacation/sick leave record for paid leave. Use "FAM" code in IBIS for unpaid leaves of absence. (See example below.)
4. Remember FMLA absences may be consecutive or intermittent up to a cumulative of 12 workweeks in any 12-month period.
5. Employees cannot be disadvantaged in any way due to their FMLA absence.
6. Documentation related to FMLA must be held in a medical file, which is separate from an employee's departmental HR file.
7. The supervisor may not contact the employee's health care provider. By law, such contact must be handled by the University's physician.
8. Record keeping example:

Example:

On January 13 a pregnant employee starts her maternity leave two weeks (10 work days) before the baby is born. She advises you that she wants to be absent until May 11. As of January 13 she has a balance of 50 sick days. Since HRG7 provides for a maternity leave until 6 weeks after the delivery, this employee will use 40 of her sick days. At the end of her maternity leave, she had a balance of 10 vacation days and wanted to use them. She then went on an unpaid leave until her return to work. This absence was recorded as follows:

Vacation/Sick Leave Record

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13 SA	14 SA	15 SA	16 SA	17 SA	18
19	20 SA	21 SA	22 SA	23 SA	24 SA	25
26	27 SA	28 SA	29 SA	30 SA	31 SA	

February

S	M	T	W	T	F	S
						1
2	3 SA	4 SA	5 SA	6 SA	7 SA	8
9	10 SA	11 SA	12 SA	13 SA	14 SA	15
16	17 SA	18 SA	19 SA	20 SA	21 SA	22
23	24 SA	25 SA	26 SA	27 SA	28 SA	29

March

S	M	T	W	T	F	S
1	2 SA	3 SA	4 SA	5 SA	6 SA	7
8	9 VA	10 VA	11 VA	12 VA	13 VA	14
15	16 VA	17 VA	18 VA	19 VA	20 VA	21
22	23 FMLA	24 LWOP	25 ---	26 ---	27 ---	28
29	30 FMLA	31 LWOP				

Vacation/Sick Leave Card

April

S	M	T	W	T	F	S
			1 ---	2 ---	3 ---	4
5	6 CHILD	7 CARE	8 LWOP	9 ---	10 ---	11
12	13 ---	14 ---	15 ---	16 ---	17 ---	18
19	20 ---	21 ---	22 ---	23 ---	24 ---	25
26	27 ---	28 ---	29 ---	30 ---		

May

S	M	T	W	T	F	S
					1 ---	2
3	4 ---	5 ---	6 ---	7 ---	8 ---	9
10	11 8	12 8	13 8	14 8	15 8	16
17	18 8	19 8	20 8	21 8	22 8	23
24	25 H	26 8	27 8	28 8	29 8	30

Balance as of May 29: 4 vacation days and 15 sick days

IBIS

Remember IBIS forms are used only for a leave without pay.

- 3/23 through 4/3: FAM (for FMLA leave)
- 4/4 through 5/10: CHI (for Child Care leave)
- 5/11: return to work