



FMLA Supervisor Checklist

Follow these steps when you learn of an employee absence that may qualify for FMLA leave:

- Immediately notify your unit HR department about a potential FMLA-qualifying leave (even if you haven't received notice from the employee).**
- Consult with your unit HR department to determine if the absence qualifies for FMLA and if the employee needs to show certifying documents.**
- With your unit HR department, provide the employee with these forms promptly:**
 1. [FMLA Designation Notice](#) (docx)
 2. [FMLA Notice of Rights and Responsibilities](#) (pdf)
 3. [Notice of Rights Under FMLA](#) (pdf)
- With your unit HR department, review the employee's record to see what types of leave are available that must run concurrently with the FMLA.**
- For planned medical treatment or intermittent leave, discuss with the employee how to meet their needs while minimizing disruption to business operations.**
- Work with your unit HR to keep accurate records of FMLA usage.**
- As the employee's expected return nears, contact the employee to confirm details.**

The employee should confirm a return date or explain the medical necessity of more leave beyond 12 weeks.
- Arrange for the employee to return to work.**

Under FMLA, the employee must return to the same or equivalent position as before the leave. If the employee is returning to an equivalent job, rather than the same job, you and the employee should discuss the terms of the new position.
- Submit all FMLA documents to unit HR to keep on file.**

Keep FMLA documents at least three years, separate from the employee's regular personnel file.

For more information on each step, visit the Office of Human Resources' FMLA web page:

<https://humanresources.umn.edu/supervising-u/fmla-supervisors>.