

## ROLES AND RESPONSIBILITIES

### NON-ACADEMIC EMPLOYEE RESPONSIBILITIES

- Work with Leave Advisor to initiate paperwork.
  - The initial request for FMLA paperwork will generate a provisional approval, which means that the first 15 days of time related to the possible FMLA event the employee takes between the time the provisional approval is issued and the notice of the final approval/denial of FMLA is complete, may be covered under FMLA if approval is granted.
- Read and understand terms, conditions, and responsibilities of paperwork received from Leave Advisor throughout the process.
  - FMLA approved for intermittent leave need to be recertified at 6 months to remain active and new paperwork needs to be completed at 12 months in order to remain active. Failure to do so will result in suspension of coverage. Recertification and renewal dates are provided to employees in approval notices from the leave advisors.
- Ensure paperwork is returned to Leave Advisor within 15 days of receiving it from Advisor.
- Ensure time is entered into EBS.
  - For consecutive leaves longer than 10 days, only the first 10 need to be entered, the Leave Advisor will enter remaining consecutive time.
  - For intermittent leaves, the employee is responsible for entering all time in EBS.
- Set up out of office reply.
  - If an employee is unable to accomplish this step, the employee's supervisor can work with Extension HR to complete this step. In this case, it is the responsibility of the supervisor to initiate this request.
- Maintain communication with Leave Advisor and Supervisor regarding the details of your leave (i.e. leave extensions, expected return to work, restrictions, etc.).
- Provide release to work letter from physician at least 5-business days before returning to work.

### SUPERVISOR RESPONSIBILITIES FOR NON-ACADEMIC FMLA

- Review all leave information sent to you including but not limited to provisional approval, and approval notices.
- Ensure that employee has entered necessary time into EBS and that you have approved it.
  - For consecutive leaves longer than 10 days, only the first 10 need to be entered, the Leave Advisor will enter remaining consecutive time.
  - For intermittent leaves, employee should be entering all time in EBS.
- Ensure employee's out of office reply has been set-up.
  - If the employee is unable to set-up the out of office email, supervisor should contact Extension HR for assistance with having this established.
- Maintain communication with employee so all parties are aware of their return date.
  - It may be up to the supervisor to reach out to employee to ensure return date is set and to remind them to provide a release letter.
- Ensure any restrictions can be met, if you have concerns about a restrictions, contact Extension HR to discuss.
- Communicate information back to Extension Human Resources, as needed.

## EXTENSION HR RESPONSIBILITIES FOR NON-ACADEMIC FMLA

- Provide Leave Advisor information to employee.
- Track Leave information in Leave Spreadsheet including dates of Provisional FMLA approval and if paperwork has been returned or not.
- Work with Leave Advisor on Medical Leaves and determination of approval.
- Track type of leave as determined by Leave Advisor.
  - Consecutive, Intermittent, Medical.
- Once Central HR has sent official approval, send appropriate next step information to employee, supervisor, etc.
  - This includes each parties' roles and responsibilities.
- Check that all time has been entered and approved in EBS.
- Ensure we have received release to work letter, if not, ask supervisor to reach out to employee.
  - Ensure supervisor has reviewed and is able to work within any restrictions.
- Ensure all parties are aware of the employee's return date.