

FMLA Checklist for Supervisors

Yes	No	Questions/Actions to Be Taken
		1. Is the employee eligible for FMLA leave?
		a. Employed at least 12 months at your organization (need not be consecutive months)?
		b. Completed 1,250 hours of service in the last 12 months?
		If NO to either 1a or 1b, notify the employee that he or she IS NOT eligible for FMLA leave.
		If YES to both 1a and 1b, proceed to 2.
		2. Is time off for one of the following an FMLA-qualifying reason?
		a. Birth of child and to care for the newborn child
		b. Adoption of child
		c. Foster-care placement of child
		d. Serious health condition involving:
		d-1. Inpatient care, including any period of incapacity or subsequent treatment related to the same inpatient care
		d-2. Incapacity of more than three calendar days (including any subsequent treatment or period of incapacity relating to the same condition) with treatment two or more times for the same serious health condition
		d-3. Incapacity of more than three calendar days (including any subsequent treatment or period of incapacity relating to the same condition) and in-person treatment by a health-care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health-care provider, including therapy or prescription
		d-4. Incapacity due to pregnancy or prenatal care
		d-5. Incapacity for treatment of chronic, serious health condition
		d-6. Incapacity with permanent or long-term care, for which treatment may not be effective
		d-7. Absence for multiple treatments or for restorative surgery
		e. Qualifying exigency
		f. To care for a covered service member with a serious illness or injury
		If NO to all above questions in Section 2, notify employee that he or she IS NOT eligible for FMLA leave.
		If YES to any question in Section 2 and the individual is an employee, a parent of an employee, a spouse of an employee, or a child under 18 or a child over 18 but incapable of self-care, notify employee that he or she IS eligible for FMLA leave.

FMLA Checklist for Supervisors, continued

- Determine how time will be charged (vacation, sick, unpaid, or any combination). When appropriate, FMLA and short-term disability or workers' compensation leaves will run concurrent with each other.
- Give notice to the employee (must be sent within five business days).
- Record time properly. Forward appropriate paperwork to _____.
- Follow up on periodic reports, recertification, or fitness for return to work. A supervisor may request medical recertification as often as every 30 calendar days in connection with an absence when no minimum duration of incapacity is specified in the medical certification.

FOR FURTHER INFORMATION, CONTACT: _____

REMINDER: Keep medical information, including FMLA and workers' compensation, separate from the employee's personnel or disciplinary action file.