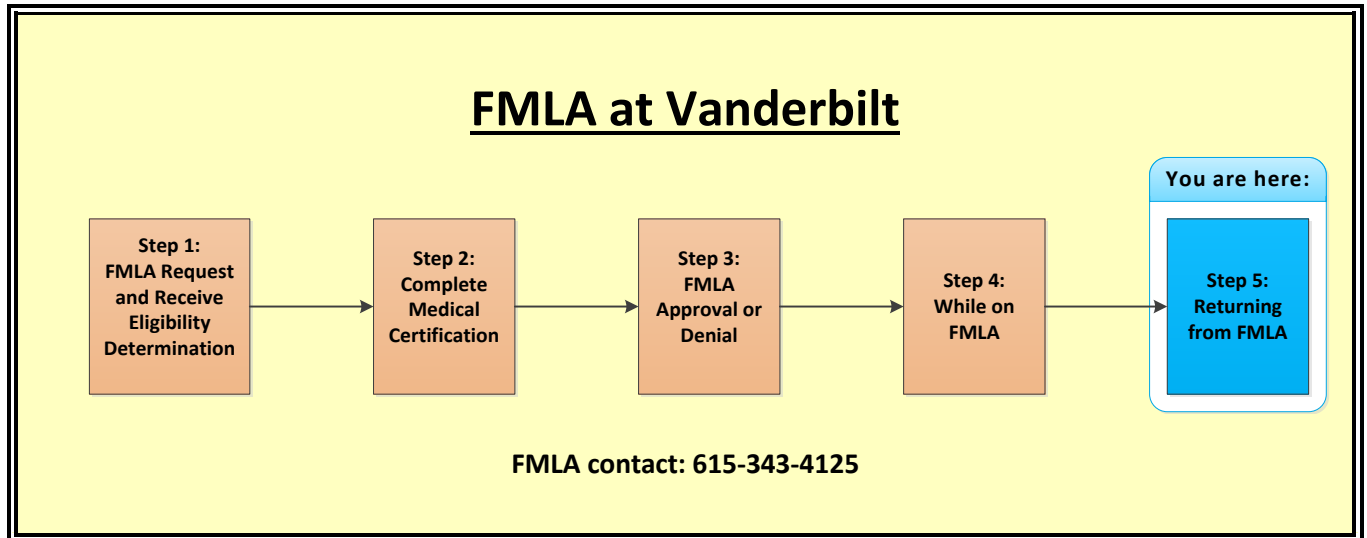


Employee's FAQs When Returning to Work from FMLA (Continuous or Birth of a Child)

“I am returning to work. What do I need to do?”



1. What do I need to do when I am ready to return to work?

- Complete the Release to Return to Work form and have your healthcare provider complete the “Healthcare Provider’s Statement.”
- At least two days prior to returning to work, notify your supervisor you are released and provide the date you will return to work.
 1. If your medical release does not have medical restrictions, show your supervisor the Release to Return to work form. Then, forward the form to Human Resources.
 2. If your medical release is with restrictions, you may coordinate with Human Resources. Human Resources Equal Opportunity, Affirmative Action, and Disability Services (EAD) if you have medical restrictions.

2. What if I am not ready to return to work?

- At least one week prior to the end of your designated leave time, notify your supervisor that you may not be returning to work on the scheduled date.

- If you have FMLA time available, you should contact your healthcare provider to send a note to request an extension for your leave.
- Let your supervisor know you are requesting additional time and that he or she will receive notification if your FMLA extension is approved.
- EAD is available to help you determine if a request for a work accommodation is necessary.
- If you have exhausted your FMLA, you may apply for non-FMLA medical leave. Note: Non-FMLA is approved for continuous leave only and is not job-protected under FMLA unless it is a reasonable accommodation under the ADA, as amended. A non-FMLA medical leave is for an employee's health only.
- If you are unable to return you may be eligible for long term disability. To start the claim process please call Unum at 800-836-6900. You may need to reference the Vanderbilt contract number 224887 and you will be required to provide information from your healthcare provider's office. Please refer to Unum's Telephonic Brochure.

3. What if I am returning from maternity leave and I have questions about breastfeeding?

- Vanderbilt has many resources available to nursing mothers which include lactation rooms and breast feeding classes. Please visit Vanderbilt's "Baby's Best Start" website (<http://healthandwellness.vanderbilt.edu/news/2011/09/babys-best-start/>) for more information.