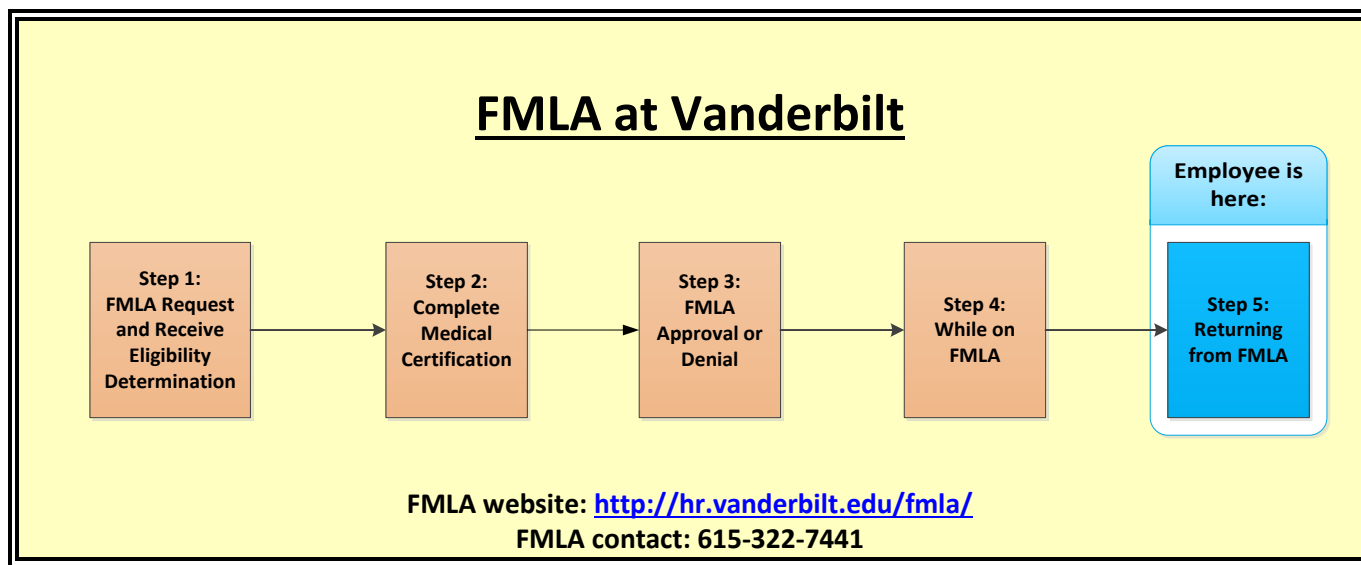


Supervisor's FAQs for an Employee Returning to Work from FMLA-

“The employee is returning to work. What do I need to do?”



1. How do I know when the employee is returning to work?

- At least a week prior to returning to work, the employee should be in contact with you to communicate their return to work date.
- If the employee does not have restrictions, the employee should show you the Release to Return to Work form, and then it should be forwarded to Human Resources.
- If the employee has restrictions, in most cases the employee should be able to share them with you so you can determine if essential job duties will be affected. However, if the employee feels their situation is sensitive, the employee may provide their release to Human Resources. If the employee's essential job functions will be affected, the employee may be referred to the Vanderbilt Equal Opportunity and Access Office (EOA) at 615-343-9336.

2. If the employee has restrictions, what should I do?

- You should contact the HR FMLA team to discuss the restrictions if you believe they impact the employee's essential job functions.
- Refer the employee to the Vanderbilt Equal Opportunity and Access Office (EOA).
- If necessary, partner with the Vanderbilt Equal Opportunity and Access Office (EOA) for work accommodations.

3. What if the employee needs additional time for FMLA?

- If FMLA is still available, the employee should contact their healthcare provider to fax an update (on letterhead) to 615-343-4142 to request an extension of the leave.
- If the employee has exhausted their leave, speak with the HR FMLA team to determine other leave options. The Vanderbilt Equal Opportunity and Access Office (EOA) is also available to help the employee determine if a request for a work accommodation is necessary.