

FMLA Leader Checklist

- Notify Employee of FMLA**
Notify employee of ability to apply for FMLA. Apply on their behalf if necessary
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- Discuss Leave Options**
Discuss leave pay options with employee to determine how they want to use pay while out. (Legacy Sick, Parental leave, PTO, Short-Term Disability).
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- Ensure Employee Correctly Tracks FMLA Usage**
Ensure employee tracks FMLA usage in Oracle. (*Exception: FMLA is not tracked during winter break*).
Non-exempt: [Entering Hourly FMLA Time in Oracle Cloud](#)
Exempt: [Entering Exempt FMLA Time in Oracle Cloud](#)
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- Ensure Employee Enters Pay Type Correctly (This is how the employee will be paid while on FMLA)**
Enter Legacy Sick, Parental Leave, and/or PTO in Oracle as appropriate.
 - If you only enter FMLA and do not enter a Pay Type, the employee will not be paid. The employee will have two absence entries in Oracle. One for FMLA and the second for Pay Type.
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Continuous Leave

- Return to Work Notice**
Confirm return to work date 2 days prior to employee returning to work.
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- Return to Work Release**
Ensure you receive return to work release prior to employee returning to work.
 - Email the completed return to work form to the FMLA team at fmlaprocessing@vanderbilt.edu or fax it to 615-343-4142.[Return To Work Form](#)
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Intermittent Leave

- FMLA Approval**
Ensure employee stays within FMLA approval. If the employee takes more time than approved, notify FMLA team via email at fmlaprocessing@vanderbilt.edu
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