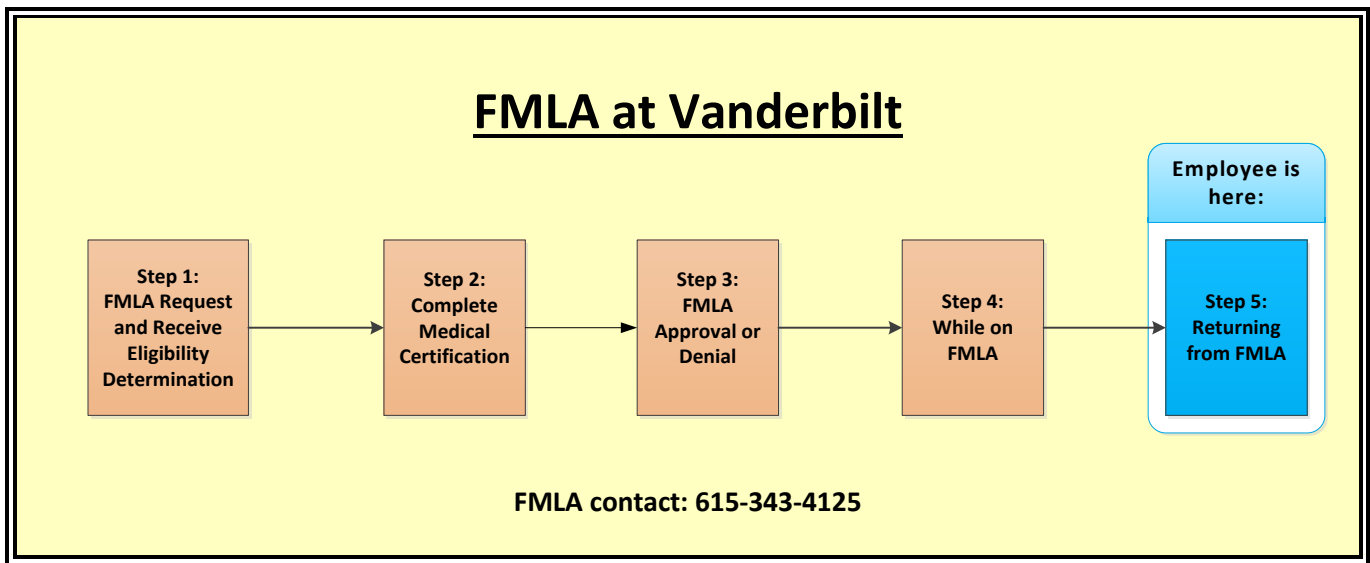


## Supervisor's FAQs for an Employee Returning to Work from FMLA-

“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 refer to Equal Opportunity, Affirmative Action, and Disability Services (EAD).

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

- You should contact your HR consultant to discuss the restrictions if you believe they impact the employee's essential job functions.
- Refer the employee to EAD.
- If necessary, partner with EAD 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 send a note to request an extension of the leave.
- If the employee has exhausted their leave, speak with your HR consultant to determine the options for non-FMLA.
- EAD is available to help the employee determine if a request for a work accommodation is necessary.