EMPLOYEE’S FMLA CHECKLIST

Communicating and Tracking/Reporting University Paid Time for FMLA Leave(s)

☐ Verify eligible University paid time (sick/vacation) available for your unpaid FMLA leave
  ▪ Refer to “Paid Time Required” chart below.

☐ Continue to communicate with supervisor
  ▪ Required to remain in contact with supervisor regarding the status as frequently as the supervisor deems appropriate and necessary under the circumstances.
  ▪ For employees on approved FMLA leaves that extend more than 30 days, such contact must be made at a minimum of every 30 days to supervisor and CareWorks USA.
  ▪ For absences due to Intermittent FMLA, employee must notify supervisor and CareWorks USA.

☐ Report University paid time while on FMLA:

The University requires employees to use available paid sick, personal and vacation time first for their own serious health condition, to the extent available, before the leave becomes unpaid. Refer to “Paid Time Required” chart below regarding all other FMLA leaves.

▪ Exempt Salaried Staff
  o Exempt staff sick time is tracked within the department.
  o To report vacation, please log on to MyTimeOff.nd.edu. Beginning July 1, 2013, this online tool replaces the Exempt Staff Vacation Report paper form for requesting, approving, and tracking leave requests for exempt employees.
  o Should you go unpaid at any point, please refer to the “Unpaid leave” section

▪ Non-exempt Salaried Staff
  o Report sick, personal, and vacation time used by completing the Weekly Report of Absence and Overtime Form and forward to Payroll weekly (in absence of employee, supervisor may sign for employee): http://controller.nd.edu/forms/absence_OT_form.xls
  o Use FMLA codes as applicable
  o Make copies of Absence and Overtime forms for your tracking records.
  o Should you go unpaid at any point, please refer to the “Unpaid leave” section

▪ Non-exempt Hourly Staff
  o Report through Ultra-time.
  o Use FMLA codes as applicable.

▪ Non-Faculty Researcher Staff
  o Refer to benefits summary for Non-Faculty Researchers full-time: http://hr.nd.edu/assets/89041/d_postdocresearch_bensum2013.pdf
  o All sick, personal and vacation time are tracked internally by the Office of Research/supervisor.
  o Should you go unpaid at any point, please refer to the “Unpaid leave” section.

▪ Reporting time for Birth of Child Leave (Exempt and Non-Exempt)
  o FMLA regulations allow for up to 12 weeks unpaid time depending on medical certification submitted.
  o University policy allows paid sick time (as available) while under physician’s care.
  o Once employee is released from health care provider’s care, paid vacation time (as available) must be used. Any additional time up to the maximum of 12 weeks is unpaid.
- **Unpaid leave (if applicable)**
  - Once a Exempt or Non-Exempt employee exhausts their sick and/or vacation time, complete a Leave of Absence Form to place the employee on unpaid leave. Forward form in a timely manner to the Office of Human Resources (for non-exempt employees, do not submit Absence and Overtime form once Leave of Absence form used): [http://hr.nd.edu/assets/60818/leave_of_absence_form_2012.xls](http://hr.nd.edu/assets/60818/leave_of_absence_form_2012.xls)  
  - Please note: If Non-Exempt employee’s unpaid leave time is less than 2 weeks before their return to work – use the Absence and Overtime Form to turn in unpaid time. Submit to Payroll Services
  - Make copies of Leave of Absence form for departmental tracking records.
  - In the event an **overpayment** occurs, the employee will be responsible for repaying the overpayment. The supervisor/employee is responsible to work directly with Payroll Services.
  - Upon your return to work from an unpaid leave, complete a **Staff Personnel Action Form**. This form is required to change an employee’s paid status in the university systems. Forward this form in a timely manner to the Office of Human Resources: [http://hr.nd.edu/assets/20190/staff_paf10.xls](http://hr.nd.edu/assets/20190/staff_paf10.xls)

- Obtain copy of CareWorks USA Return to Work/Work Release form (required for full-time continuous leave only)
  - In order for an employee to return to work from continuous full-time leave, the employee **must** present certification from their health care provider on the CareWorks USA Return to Work/Work Release form prior to returning to work.

  - Fax copy to CareWorks USA (888-436-9535).

### Paid Time Required

<table>
<thead>
<tr>
<th>Reason for leave</th>
<th>Sick</th>
<th>Personal</th>
<th>Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee's Own Serious Health Condition</td>
<td>X</td>
<td>X*</td>
<td>X</td>
</tr>
<tr>
<td>Birth of a Child (Mother)</td>
<td>X**</td>
<td>X*</td>
<td>X</td>
</tr>
<tr>
<td>Adoption, Foster Care Placement, or Care for newborn (Mother)</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Adoption, Foster Care Placement, or Birth of a Child (Father)</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Serious Health Condition of Spouse, Child or Parent</td>
<td>X***</td>
<td>X*</td>
<td>X</td>
</tr>
<tr>
<td>Serious Health Condition of Covered Service Member in Military</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
</tr>
</tbody>
</table>

* Personal Days can only be used if time is available in an employee’s sick bank.
** Sick days until released from health care provider.
*** Five (5) days of accumulated sick leave is available for illness of immediate family member.

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**CareWorks USA Contact Information**
5555 Glendon Court; Dublin, OH 43016
Hours: 8:00 am – 5:00 pm EST M–F | 24-Hour Voicemail Service
(Phone) 1-888-436-9530 | (Fax) 1-888-436-9535 | Web: www.careworksusa.com

**Human Resources FMLA Contact Information:**
askHR Customer Service Center
200 Grace Hall, Notre Dame, IN 46556
Phone: 574-631-5900 | Fax: 574-631-6790 | Email: askhr@nd.edu
Web: hr.nd.edu

**Alissa Price, Disability Specialist**
CareWorks USA - Absence Management
Direct: 614-789-3900
Toll free: 888-436-9530, x3900
Email Alissa.Price@CareWorks.com

**Office of Institutional Equity (ADA Accommodation):**
- Visit the Office of Institutional Equity webpage: [http://equity.nd.edu/](http://equity.nd.edu/)
- Click the link “Individuals with Disabilities”
- Click “Employee Accommodation Process”
- Phone: 574-631-4588
- Email: kmille36@nd.edu

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