



FMLA SUPERVISOR/TIMEKEEPER CHECKLIST

Employees have the responsibility of providing notice of the need for FMLA leave to the employer. However, it is the employer's responsibility to designate leave as FMLA-qualifying once we have acquired knowledge that leave is being taken for an FMLA-qualifying reason.

Recognizing when an employee gives sufficient notice of the need for FMLA leave can be difficult. Unfortunately, even if an employer unintentionally fails to designate FMLA-qualifying absences as protected absences, it runs the risk of violating the FMLA's interference clause.

Human Resources created this checklist to assist supervisors with recognizing potential FMLA-qualifying absences.

1. Potential FMLA qualifying absences

A. An employee is absent for any of the following reasons:

- A serious health condition
- Birth of a child
- Bond with the newborn child within one year of birth
- Adoption of a child
- Receipt of child as a foster parent
- Care for a spouse, son, daughter, or parent with a serious health condition.

B. An employee used sick leave for three (3) or more consecutive days.

C. An employee has used sick leave four or more non-consecutive days within a month.

D. An employee's spouse, son, daughter, or parent is on military active duty, has been called to active duty, or has returned from active duty.

E. The employee's spouse, son, daughter, parent, or next of kin is a military servicemember with a serious injury or illness.

If you have checked any of the above, the employee may be eligible for FMLA leave.

You are required to advise the employee to contact Human Resources at (504) 568-7378 or hrmfmla@lsuhsc.edu.

In addition, please notify Human Resources at (504) 568-7378 or hrmfmla@lsuhsc.edu that you have referred an employee to human resources.

All decisions regarding FMLA approvals come from Human Resources. You should neither approve or not approve FMLA in your departments.

2. Human Resources will send written documentation of the approval or non-approval to the employee, copying the supervisor. If approval is granted, the following steps should be taken:
- The employee must indicate FMLA on the SF-6 Application for Leave
 - For classified employees, code the absence as “LFM” in PeopleSoft Time & Labor
 - For academic and unclassified employees, indicate FMLA on the monthly Faculty and Salary Staff Leave Attendance form
 - In PeopleSoft Monitor Absence, record FMLA leave with code “LFM”
 - Available sick leave shall be used for their own health condition. FMLA leave and sick leave should run concurrently. Upon exhaustion of sick leave, an employee may use annual leave.
 - For unpaid FMLA leave, please send an email notification to HRMLWOP@lsuhsc.edu
 - Notify Human Resources at (504) 568-7378 or hrmfmla@lsuhsc.edu of the employee’s use of 480 FMLA hours or 1040 hours in cases of military caregiver if leave is to care for a military service member.
 - Following continuous FMLA leave for his/her own serious health condition, the employee must provide a return to work clearance from the treating health care provider to hrmfmla@lsuhsc.edu .

For additional information:

[LSU System Permanent Memorandum 20 \(PM-20\) – Leave Policies for Academic & Unclassified & Classified Employees](#)

[Chancellor’s Memorandum 50 \(CM-50\) – Family and Medical Leave Policy](#)

[LSU Health New Orleans Attendance and Leave Policy](#)

[LSU Health New Orleans Attendance and Leave Procedures](#)