Supervisor LOA Reference

Leave of Absence Action Items

- You are responsible for knowing about and understanding FMLA.
- You can learn more by reading the information on the FMLA webpage: [http://www.uc.edu/hr/benefits/loa-tow/fmla-rights.html](http://www.uc.edu/hr/benefits/loa-tow/fmla-rights.html)
- You must be able to determine when your employee might be experiencing a qualifying event (e.g., birth/adoption of child) under the FMLA by inquiring sufficiently and appropriately to employee requests for time away from work. You must then follow the proper procedures to place your employee on FMLA, if appropriate.
- You should not ask specific details about the employee’s medical condition. However, you can ask them if they plan on coming back to work and the date of return to work.
- As soon as you are aware of an FMLA qualifying event, you must notify your Department HR Contact so appropriate documentation can be sent to the employee within 5 business days of notice (per FMLA regulations).
- As a reminder, Employees on an approved Medical Leave of Absence are should be reminded to updated their out of office phone and email messaging prior to going on Leave. Individuals on an approved Medical Leave should also refrain from answering work-related emailed and calls until released to do so by their healthcare provider.
- Have general Leave of Absence questions? Email LOAADM@uc.edu
- Have general Benefit questions? Email Benefits@uc.edu
Return to Work

- Employee should reach out to you to confirm his/her date of return.
- If the employee is returning to work without restrictions (“full duty”) from a non-work related illness/injury of 5 or more consecutive work days, he/she will need to provide you with a provider’s statement prior to beginning to work. No UHS clinic visit is required.
- An employee returning to work with restrictions or from a work related illness/injury of one or more full work days, or following exposure to a contagious disease will need to schedule an appointment with University Health Services-Holmes Clinic by calling 513-584-4457. The employee will need to submit return to work documentation from his/her provider at this visit. The document must specify release without restrictions or, if with restrictions they must be specific and cite duration.
- Following the UHS medical assessment, the employee presents the UHS provided Return to Work OR Accommodation Request form to his/her department. The employee is expected to follow-up with UHS as directed by the UHS medical care provider and/or as specified on the Return to Work OR Accommodation Request form.
- If restricted duty or reasonable accommodations are needed, the supervisor/manager discusses the restrictions in relation to the essential functions of the job with the employee. After a return to work determination is made, the supervisor/manager completes the response section of the Return to Work or Accommodation Request form and faxes the response to Human Resources.
- If you have a reasonable belief that an employee’s ability to perform the essential functions of his/her job is impacted by a medical condition (including surgery or hospitalization) or mental condition, we encourage you to contact the Manager, Leave Administration (513-556-6381) for assistance.