

## 2016 Family and Medical Leave Act Guide for Employees and their Supervisors

### Employee Responsibilities

1. Complete a Family/Medical Leave request form 30 days in advance of leave and obtain all signatures. Return to [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu) or Human Resources Family Medical Leave Coordinator.
2. Submit medical documentation ([WH-380-E-Employee](#) or [WH-380-F-Family](#)) certifications within 15 calendar days after receipt to [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu) or Human Resources Family Medical Leave Coordinator.
3. Submit [UPO-15](#) Leave Request and [UPO-24](#) Time Report (UNT/SYS/Dallas) or [HRM-64](#) Leave Request (HSC) forms to [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu), or Human Resources Family Medical Leave Coordinator, prior to a continuous leave; intermittent leave requests should be submitted twice a month.
4. You have 30 days from birthdate or date of adoption or affiliation to add a newborn or an adopted or foster child to your ERS-administered insurance. [Contact ERS](#).
5. Please contact [Aon Hewitt](#) online or call 855-604-6203 to initiate a claim for Short or Long Term Disability.
6. Complete a [Sick Leave Pool](#) request 30 days in advance, and then have your department timekeeper complete part B and submit it to Human Resources Family Medical Leave Coordinator or [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu), along with your physician's Sick Leave Pool certification.
7. Before you return to work, you must provide a doctor's release to your supervisor, to Human Resources and/or [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu), unless you are returning from baby bonding.

### Manager and Supervisor Responsibilities

1. If an employee requests or notifies you that he/she needs to be absent from work for more than 3 consecutive days, or needs to be absent from work on an intermittent basis for a medical treatment, please provide or refer online for a [Family Medical Leave Act](#) request form.
2. Collect completed leave forms for your location - [UPO-15](#), [UPO-24](#) and [HRM-64](#) (or use eLeave) and enter information in EIS. Provide a copy to Human Resources Family Medical Leave Coordinator at [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu).
3. If an employee is absent fewer than 10 days without pay, supervisors should document each day as leave without pay (LOA). If the employee is absent more than 10 days without pay, supervisors should submit an ePar request. The employee should be identified as Leave of Absence-Family Medical Leave (LOA-FML) or Leave of Absence-Medical (LOA-Medical) if family medical leave has been exhausted. (**Note: All LOAs need to be entered before the 17th day of each month.**) When the employee returns to work, an ePar must be submitted to reinstate the employee.
4. Notify the Human Resources Family Medical Leave Coordinator at [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu) if there are changes in status such as return date, from continuous to intermittent leave or vice versa, and other pertinent information.
5. **Employees cannot return to work without a doctor's release.** Please provide a copy of the physician's release to the Human Resources Family Medical Leave Coordinator, [FMLA@untsystem.edu](mailto:FMLA@untsystem.edu).