

## **I. Counsel and Communicate – Supervisor & Employee**

- If the serious health condition is foreseen, counseling and communication should take place before the leave period. If the serious health condition is unforeseen, counseling and communication should take place as soon as possible.
- Review the leave policies applicable to employee's situation – this includes review by the employee, the supervisor, and Benefits, if applicable.
- Communication between the employee, supervisor, and Benefits is crucial to having a successful leave. It is important for the employee to understand from the supervisor their responsibilities during the leave period.
- The supervisor, with assistance from the FMLA/Benefits Consultant, will work with the employee on a schedule, if one has not already been established by the physician, that will accommodate the employee and the department.
  - *Supervisor* – Discuss the beginning and end dates of leave and a specific schedule.
  - *Supervisor, with assistance from the FMLA/Benefits Consultant* – Encourage the employee to speak with a physician if they are unsure of the schedule.  
**Note:** An attempt should be made to obtain a schedule. If all attempts to obtain a schedule fail, have the employee indicate on the Medical and Leave Request Form that a schedule could not be determined and provide justification.
  - *Supervisor* – Encourage employee to schedule absences, if possible.
  - *Employee* – Indicate established schedule on Medical and Leave Request Form.
  - *Supervisor* – Set expectations regarding employee's duties so that the employee is aware of their responsibilities while on intermittent leave.
- Discuss the exhaustion of leave.
  - *Supervisor, with assistance from the Payroll/Leave Coordinator* – Find out how the employee wants to exhaust available leave (sick leave, then vacation leave).
  - *Supervisor* – Let the employee know who is responsible for coding leave in TIM. Will the employee or TIM administrator be responsible for coding the leave in TIM? If it is the employee's responsibility to code leave, then discuss which codes need to be used (for example, FMLA PD-Sick, FMLA PD-Vacation, FMLA PD-LWOP, etc.).

## **II. Provide Employee with the Application Forms**

- All forms can be found on the UNC General Administration Human Resources website at: <http://old.northcarolina.edu/hr/ga/benefits/leave/index.htm>

### **III. Submit Forms to the Benefits Office**

- Please refer to the *Employee's Guide to Completing Leave Request Forms* and the *Supervisor's Guide to Completing Leave Request Forms* for more information.
- All forms may be submitted to the number, email address, or address listed below.
- To be eligible for Voluntary Shared Leave, an employee must be out of work for twenty (20) full work days for the same condition. However, an exception may be granted by the employer if there are previous absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical conditional within the last twelve months. The 20 days do not have to be consecutive.

### **IV. Process the forms**

- The FMLA/Benefits Consultant is responsible for processing the forms. If complete forms are submitted, the employee must be notified within five (5) business days of receipt of the forms. Incomplete forms that are submitted will delay the processing of the employee's request.

### **V. Monitor the Employee's Leave**

- Once approved and the employee's leave begins, the supervisor should monitor the day-to-day leave tracking for the employee via TIM. This is required to ensure that the employee's leave amounts are current and to ensure that the employee does not exceed their entitled leave balance.
- Before the scheduled leave ends, the supervisor should discuss with the employee their ability to return to their normal work schedule and responsibilities. If the employee is unable to return to a normal work schedule and responsibilities, then the supervisor should direct the employee to the FMLA/Benefits Consultant to discuss other options that may be available, such as an ADA disability accommodation, Short-Term Disability, Family Illness Leave, etc. The supervisor also can contact the FMLA/Benefits Consultant for assistance in providing these additional benefits resources to employees.
- If the employee was out due to their own serious health condition and is able to return to a normal work schedule, then the employee must submit UNC-GA's Return to Work Form before the employee can return to work.

**If you have specific questions about intermittent leave or a reduced schedule, please contact the FMLA/Benefits Consultant in the Benefits Office at 919-843-5186.**

#### **Return of Forms:**

**Fax:** 919-843-8945

**Email:** [nmaltais@northcarolina.edu](mailto:nmaltais@northcarolina.edu)

**Mail:** UNC General Administration, Benefits, 140 Friday Center Drive, Chapel Hill, 27517