

**To comply with the Family and Medical Leave Act (FMLA), managers should:**

1. Not approve or deny FMLA leave but instead let HR make this decision.

2. Notify HR whenever they become aware that an employee is requesting time off for a medical condition.

3. Not assume that someone is eligible for FMLA leave just because he or she has a serious health condition. HR will make the eligibility determination.

4. Realize that the medical certification process can be time-consuming but is a key way to curb leave abuse, particularly with intermittent leave.

5. Ask HR what medical certifications say about the amount of leave time needed or expected, track employees’ actual leave, and let HR know if the amounts do not match so HR might request a recertification. HR otherwise will handle medical certifications, unless managers’ assistance is requested.

6. Remember that the reasons underlying an FMLA leave are often sensitive and so be mindful of confidentiality.

7. Not require employees on FMLA leave to work.

8. Be ready to explain to employees the company policy about whether paid time off, such as vacation and sick leave, runs concurrently with FMLA leave. If managers are not confident in their understanding, they should refer employees to HR.

9. Know that the FMLA guarantees that employees will be restored to the same or equivalent position at the end of FMLA leave.

10. Ensure that no one is retaliated against for exercising FMLA rights.

11. Know that additional leave may be required by the Americans with Disabilities Act or state law.