

FMLA Checklist for Supervisors

Unpaid FMLA

- Complete a Transaction Form putting the employee in an unpaid FMLA leave, if the employee will be off the payroll for an entire pay period or longer.
 - Route for required signatures
- Track FMLA hours - Note beginning and end dates of leave for timesheet purposes
- Send FMLA timesheet to HR each pay period.
 - Timesheet available on the HR web site at: www.wmich.edu/hr/forms.htm
 - If bargaining unit employee, you may fax a copy of the KRONOS timesheet to HR
- If the employee is on full FMLA due to his/her own serious health condition, the employee must provide a return to work certificate to Human Resources prior to the first day of return to work.
 - Human Resources will notify the supervisor that the employee may return to work.
- When the employee returns from unpaid leave, a Transaction Form must be processed to put the employee back on the payroll.
- If the employee has exhausted all FMLA hours and must remain off work, the employee must speak to an HR Representative regarding other leave options.

Paid FMLA

- "Paid FMLA" occurs when an employee chooses to use his/her accrued sick leave or annual leave concurrent with FMLA leave.
- No need to process a Transaction Form during paid FMLA.
- Track FMLA hours - Note beginning and end dates of leave for timesheet purposes
- Send FMLA timesheet to HR each pay period.
 - Timesheet available on the HR web site at: www.wmich.edu/hr/forms.htm
 - If bargaining unit employee, you may fax a copy of the KRONOS timesheet to HR
 - Be sure to put hours in the both the FMLA Hours Used & the Leave Hours Used columns
- If the employee is on FMLA due to his/her own serious health condition, the employee must provide a return to work certificate to Human Resources prior to the first day of return to work.
 - Human Resources will notify the supervisor that the employee may return to work.
- Once the sick/annual leave hours are exhausted, follow the procedure for "Unpaid FMLA."
- If the employee has exhausted all FMLA hours and must remain off work, the employee must speak to an HR Representative regarding other leave options.

PLEASE NOTE:

It is critical that Transaction Forms are processed as soon as the employee enters unpaid status. HR must notify the employee about insurance issues once the employee is off the payroll.



Timekeeping questions may be directed to the HR Assistants:

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