



**Department Checklist - Family or Medical Leaves for Staff, Research Associates and Post-Doctoral Associates**

**Prior to the Start of the Leave:**

- Contact the Office of Human Resources, Benefits Department at 412-624-8160 if you have any questions about the leave process.
- Provide the employee with an employee leave checklist and a copy of (or link to) Policy 07-07-02 (Leaves under the Family and Medical Leave Act) and Procedure 07-07-02 (Leaves under the Family and Medical Leave Act) as well as the applicable leave guide found on the Benefits website: [http://hr.pitt.edu/benefits/medical\\_leave](http://hr.pitt.edu/benefits/medical_leave)
- Review time off balances with the employee. Sick time must be exhausted concurrently with FMLA leave, but it is the employee's choice to use vacation and/or personal time.
- Determine who is responsible for submitting the employee's time cards while the employee is using paid leave.
- Have the employee contact MetLife at 1-888-777-7418 or file online through the MetLife MyBenefits link on my.pitt.edu to initiate a claim.
- If the employee does not or cannot file a claim, it is your responsibility to file the claim on their behalf.
- Respond promptly to information requests from MetLife and the Office of Human Resources.
- Determine who will be performing the employee's primary job functions during the FMLA leave. Make sure the employee updates the out of office message to refer matters to the appropriate people.
- Complete the Employee Record ("ER") documenting the dates that the employee will be on leave. Attach a copy of the Leave of Absence addendum to the ER. If the leave is related to maternity/paternity leave, include the parental leave when submitting the ER.
- Confirm that paid time off submitted on the time cards matches the dates on the ER and the approved dates from MetLife.

**During the Leave:**

- Respond promptly to information requests from MetLife and the Office of Human Resources. The Office of Human Resources, Benefits Department will process all Short-Term Disability payments automatically after the initial ER is submitted to document the leave.
- Consult the Office of Human Resources, Employee and Labor Relations at (412) 624-4645 to determine the course of action if the FMLA claim is denied.

- As the scheduled return to work date approaches, you may contact the employee to make arrangements for the employee's return to work.
- Submit and approve the employee's timecards submitted and approved while on paid leave due to concurrent use of sick time or vacation/personal time.

**Upon Return from Leave:**

- You must obtain a copy of the return-to-work slip from the employee's health care provider on or before the employee's first day back to work if the leave was due to the employee's own serious health condition. The employee will not be permitted to return to work without this document. If the health care provider indicates that the employee may only return to work with restrictions, consult with the Office of Human Resources or the Office Disability Resources and Services.
- Submit an ER documenting the employee's return to work. In the remarks section of the ER, make a note of the employee's first day back to work. The end date of the leave should always be the day before the employee returned to work, even if it is a weekend.
- If the employee was on an unpaid leave, they will not have access to the time card until the return-to-work ER has been submitted and processed.
- Review the University's policy regarding retaliation. The FMLA and University policy make it unlawful to interfere with, restrain, or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.