



## Employee Checklist for Family and Medical Leaves:

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

- Notify your department administrator of your intention to take a leave. If known, provide them with the start date, length of the leave, and if the leave is related to a parental leave.
- Review leave options with your department administrator or the Office of Human Resources, Benefits Department.
- Review Policy 07-07-02 (Leaves under the Family and Medical Leave Act) <http://www.cfo.pitt.edu/policies/policy/07/07-07-02.html> and Procedure 07-07-02 (Leaves under the Family and Medical Leave Act) <http://www.cfo.pitt.edu/policies/procedure/07/07-07-02.html> as well as the leaves section of the Benefits website: [http://hr.pitt.edu/benefits/medical\\_leave](http://hr.pitt.edu/benefits/medical_leave)
- Contact MetLife at 1-888-777-7418 or file online through the MetLife MyBenefits link on my.pitt.edu to initiate your claim. MetLife will ask questions during the initial call to determine if the claim is FMLA only, Short Term Disability only, or a combination of both. Please have the following information available when making the call:
  - Personal information – Name, address, telephone number, Social Security Number, employee number (found on your PRISM TRKS record), and job title.
  - Job Information – Work schedule, supervisor’s name and telephone number, and date of hire.
  - Medical Condition Information (if applicable) – Nature of condition and anticipated last day of work.
  - Health Care Provider Information (if applicable) – Name, address, telephone number, and fax number of your attending physician.
- Discuss with your supervisor your sick/vacation/personal time balances. You are required to exhaust your sick time during the FMLA leave, but it is your choice if you want to use vacation or personal time. You must decide whether to use vacation or personal time determined prior to the start of the FMLA leave.
- Provide your supervisor with an expected return to work date if one is known. If your return to work date is not known, provide your supervisor with updates on your expected return to work date. Medical information should not be shared with your supervisor; however, discussions about your leave balances and expected return to work dates are appropriate.
- Determine who is responsible for submitting your time cards while you are out on leave.
- Respond promptly to information requests from MetLife, Human Resources, and your Department. You will receive a packet of information from MetLife regarding your rights and responsibilities. If your leave is due to your own serious health condition, the packet will include a form that you may sign giving MetLife permission to work directly with your health care provider. This packet will also contain a Health Care Provider Certification that your attending physician must complete and return to MetLife.

- The day before your leave, work with the parking and transportation office to suspend your parking deductions from your pay.
- Work with your department to transition your primary job functions before you go on a leave and to update your out of office messages to automatically refer matters to the appropriate people while you are on leave.

**During the Leave:**

- Submit appropriate Benefit enrollment forms if you have had a change in family status.
- You will receive multiple correspondences from MetLife during your leave. Please read the communications carefully, as some are informational only, while others are to request information. You may also receive phone calls from MetLife requesting additional information.
- If the leave was due to your own serious health condition, obtain a return to work slip (fitness for duty), from your health care provider during your last visit prior to returning to work.
- You may receive an invoice for your portion of University benefits if your pay is not enough to cover the cost of the benefits. This invoice will come from the Payroll department. Please pay this by the deadline indicated on the invoice.
- Contact your and Department Administrator to keep them informed of your return to work date. If you are not able to return on the date approved by MetLife, notify MetLife and your department. Follow MetLife's instructions to request approval for an extension. Your health care provider should document any restrictions on the return to work slip. You should notify your department of any restrictions before you return to work. If you are unable to return to work at the end of your scheduled leave and an extension has not been approved, you should contact the Office of Human Resources, Employee and Labor Relations to discuss potential options.

**Upon Return from Leave:**

- Provide your department with a copy of your return to work slip from your doctor. You will not be allowed to return to work without this document.
- If your pay was not enough to cover the cost of your benefits while you were out, and you were not directly invoiced for them by the Payroll Department, the Office of Human Resources, Benefits Department will deduct the unpaid premiums from your pay.