

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 by submitting an online inquiry at www.hr.pitt.edu/contact-ohr or by calling 833-852-2210 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 and Procedure [ER 09](#) (formerly, 07-07-02)—Leaves under the Family and Medical Leave Act, as well as the applicable leave guide found on the Benefits website at www.hr.pitt.edu/current-employees/benefits/leaves.
- 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 Action in Pitt Worx documenting the dates that the employee will be on leave. [Instructions about how to complete Employee Actions can be found on the Pitt Worx Hub.](#)
- Confirm that paid time off submitted on the time cards matches the dates on the submitted Employee Action 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 Employee Action 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 arrange for the employee's return to work.
- Submit and approve the employee's time cards submitted and approved while on paid leave due to concurrent use of sick time or vacation/personal time.

Upon Return from Leave

- Employees should provide their Return-to-Work approval date to both MetLife and their department, promptly notify their department of any changes to the return date, and, if a workplace accommodation is needed upon their return, contact Disability Resources and Services by submitting a request through the [DRS request form](#) or by calling (412) 648-7890.
- Submit an Employee Action via Pitt Worx documenting the employee's return to work. [Instructions about how to complete Employee Actions can be found on the Pitt Worx Hub.](#)
- If the employee was on an unpaid leave, they will not have access to the time card until the return-to-work Employee Action 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.