

Return To Work Guide

For Employees Who Are Preparing For a Leave of Absence

This guide is developed to assist employees with managing their leave of absence and ensure there is a smooth transition during the leave process. This will cover items from the notification of a need for leave through returning back to the workplace after being on a leave of absence.

CRITERIA & PROVISIONS

- Family & Medical Leave Act (FMLA) provides up to 12 weeks of unpaid job protected time off of work for qualifying events or conditions for either themselves or a qualifying family member. Review the full [FMLA Policy](#).
- For leaves 10 days or more (continuous), or if there is an underlying health condition requiring ongoing care/treatment (intermittent).

SUPERVISOR & EMPLOYEE DISCUSSION TOPICS

- Discuss amount of time and dates (or estimated dates) you will be on leave.
- Make sure you have reached out to your [HR Business Partner](#) for process steps and necessary documentation that needs to be submitted, at least 30 days in advance of the leave start date, if known.
- Discuss time reporting and reference leave communication from HR on Payroll, which includes leave dates and how compensation will be covered.
 - This includes who will be responsible for the entry for supervisor/employee items.
- For intermittent leave or reduced work schedule, clarify call-out procedures and methods for communication.
- Discuss communication medium if outreach by supervisor is needed regarding critical business needs or return to work status.
 - Note this is not to perform work, but to ask where an item is to keep work moving in your absence.
- Review/discuss work coverage and business needs.
- Move critical, ongoing, or pending work products to a share drive or other accessible location/device.
- Set email and phone out of office messages or forwarding.
 - Include who to contact and estimated time frame of leave, if known.
- Block calendar for time out of office.
- Notification to coworkers and other key constituents regarding absence.
 - Note you may share as much or as little information as you wish regarding your leave. A simple "I'll be on a leave of absence, here is who you contact in my absence..." type messaging is sufficient.
- Discuss return to work plan (see Return to Work section below).

RETURN TO WORK

- Inquire with supervisor, either on your first day back or in advance of return, about any updates to policies and/or procedures that might have changed since your leave of absence.
- Connect with your supervisor regarding your first day returning to the office or a few days prior in anticipation of the return date.
 - Note your supervisor should be reaching out, but if you have not heard from them a few days prior to your return, please initiate that contact.

- Provide a copy of the return to work release (if applicable) from your provider and/or confirm Human Resources has received it as well. This should include the date you are released to return to work, if it is with or without restrictions (if there are restrictions a detailed list needs to be specified), and the providers signature (cannot be a typed name).
 - If you have restrictions upon or prior to returning to work, you must connect with your [HR Business Partner](#) to discuss/evaluate the restrictions.
 - The return to work note should be faxed to Human Resources at least two days prior to your return to work.
 - If you are not able to return to work on the intended date, you must inform Human Resources and your supervisor of any changes immediately.
 - If ADA accommodations are needed/requested, Human Resources and Disability Support Resources will review and assist with follow-up accordingly.