



Return to Work Guidance

Family & Medical Leave Act

Employee

- 1.** Notify HR Administrator and/or supervisor of expected return to work date based on return to work certification/release from medical provider
- 2.** Acquire return to work certification/release from medical provider and submit to HR Administrator and/or supervisor on or before day of return. ***If such release is not received, your return to work will be delayed until the certification is provided**
 - a.** [Return to Work Form](#)
- 3.** If applicable, discuss restrictions with HR Administrator
- 4.** Discuss need for continued medical care absences with HR Administrator
 - a.** If applicable provide updated release/certification noting changes in treatment frequency or duration
- 5.** Ensure that time is reported using FMLA codes if you have on-going medical absences related to the approved FMLA request

Supervisor

- 1.** Provide HR Administrator with employee's expected return to work date, based on return to work certification/release from medical provider and/or communication from employee
- 2.** Provide the employee's return to work certification/release from medical provider to HR Administrator. ***Supervisors should not retain a copy**
- 3.** If applicable discuss restrictions with HR Administrator before discussing with employee
- 4.** Discuss need for continued medical care absences with HR Administrator
- 5.** Ensure that time is reported using FMLA codes if the employee has on-going medical absences related to the approved FMLA request
- 6.** Coordinate any potential position changes with HR Administrator, and ensure proper orientation is provided to the employee

HR Administrator

- 1.** If applicable, submit return to work ePAF based on return to work certification/release from medical provider for employees own serious medical condition and/or communication from employee for other circumstances.
- 2.** Provide the employee's return to work certification/release from medical provider to UFHR Central Leave if change in frequency or duration is noted on med cert
****Supervisors should not retain a copy***
- 3.** If applicable discuss restrictions with supervisor before discussing with employee
- 4.** Discuss need for continued medical care absences with supervisor
- 5.** Ensure that time is reported using FMLA codes if the employee has on-going medical absences related to the approved FMLA request
- 6.** Coordinate any potential position changes with supervisor, and ensure changes are consistent with FMLA regulations
- 7.** Continue to monitor FMLA leave until employee fully returns from leave, if applicable