

## Supervisor Checklist – Before, During & After Protected Leave

### Preparing for your Employees' Leave Needs

- ✓ Educate yourself about leaves
  - Review the Protected Leave-Supervisor Training [webinar](#) and [slide deck](#)
  - Review the [Leave Administration Guide](#)
  - Know your employees' leave balances
  - Understand guidelines on leave without pay usage and protected leave. ([Refer to the Family and Medical Leave Handbook](#))

### How do I know if this is Protected Leave?

- ✓ Ask basic, non-medical questions to determine if you should refer the employee to the OSU Protected Leaves office
- ✓ If you're unsure, contact the Protected Leaves office [fmla@oregonstate.edu](mailto:fmla@oregonstate.edu)
- ✓ Refer employee to Protected Leaves office [fmla@oregonstate.edu](mailto:fmla@oregonstate.edu)

### Before the Employee Goes Out on Leave

- ✓ Talk with employee about expected leave duration
  - Continuous?
  - Intermittent?
- ✓ Do not ask about details of the employee's leave reason or health condition or share leave details with other employees
- ✓ If employee is a supervisor/manager, work with them to delegate EmpCenter supervision, while they are out
  - [How do I delegate my employees to another supervisor?](#)
- ✓ Develop a plan to distribute work to current employees or hire additional temporary help while the employee is out on leave. Consider cross-training, development opportunities, work out of class opportunities and administrative stipends as additional temporary solutions. **Questions?** [Contact your HRSP](#)
- ✓ Ask the employee to document or share any key ongoing work materials and deadlines
- ✓ Partner with employee to create communication that will go out to the department and campus partners making them aware that the employee will be on leave and who to contact in their absence. **(Reminder: Don't release specifics without the employee's okay)**
  - Out of office email addressing who to contact for different types of support in their absence

- ✓ Create a schedule with your employee of days/times you will check in with them. Find the method that works best for them (quick emails or phone calls)
- ✓ Communicate with the employee the importance of completing the employee timesheet in a timely manner to ensure accurate pay and benefits coverage
- ✓ Make sure the employee knows how to contact [Employee Benefits](#) if questions arise about benefits coverage

### Preparing Your Team

- ✓ Talk with the affected employee about what they're comfortable sharing with colleagues
- ✓ Talk with your team about redistributing work and demonstrating respect for people who take leave (**Reminder: Don't release specifics without the employee's okay**)

### While the Employee is Out on Leave

- ✓ If the employee goes out on leave early, or changes occur that change their leave status, contact the [Protected Leaves office](#)
- ✓ If the employee asks about extending their leave, please update the [Protected Leaves office](#)
- ✓ Check in with your employee on the agreed upon days/times
- ✓ Ensure the employee is accurately paid while out on leave by reviewing/approving their timesheet timely. **Questions?** Check in with [HR Support Services](#)
- ✓ Verify employee's reporting of protected leave is on their timesheet. ([Refer to the EmpCenter Protected Leave User Guide](#))

### Before the Employee Returns from Leave

- ✓ Prepare for the employee to have some remaining needs when they return, such as additional medical appointments, flexibility or temporarily reduced workload to help them return to full capabilities
- ✓ Reach out and briefly check-in with the employee before they return to work to confirm return date and your plans
- ✓ Ask how they would like their return messaged. It's important to honor their privacy while also creating a welcoming environment to return
- ✓ Message key contacts or clients
- ✓ Schedule check-ins over the next few weeks to ensure communication during the transition back to work
- ✓ The employee is expected to complete the essential functions of their position upon return with or without an accommodation in place with the Office of Equal Opportunity and Access (EOA). If an employee mentions restrictions or if you have concerns, please reach out to [fmla@oregonstate.edu](mailto:fmla@oregonstate.edu) or [EOA](#). Please prioritize the employee's safe and healthy return to work
- ✓ Create a transition plan with other employees who were providing backup

## **When the Employee Returns from Leave**

- ✓ Create a welcoming experience for the employee
  - Stop by to welcome them back. Ask how they're doing and whether anything has changed since you last spoke
  - Schedule time to update them on project status and results, answer questions
  - As possible, remain about expectations if the person is still in need of support
- ✓ Thank other team members who stepped in to assist

## **If the Employee Exhausts Protected Leave but Cannot Return to Work**

- ✓ Sometimes employees need more time off than is offered under FMLA or OFLA. The Protected Leaves team will connect you with your [HR Strategic Partner](#) to understand options

## **Additional Supervisor Resources**

[Contact your HR Strategic Partner](#)

[FMLA Team](#)

[EOA](#)

[Family Medical Leave Handbook](#)

[Protected Leave website](#)

[FMLA FAQs](#)

[EmpCenter Protected Leave User Guide](#)