

Family Medical Leave Act (FMLA) Quick Reference

Employee Responsibilities:

- Employee must provide notice (verbal or written) of their need for FMLA leave to supervisor or HR Department.
- Request FMLA paperwork from HR Department or print documents from the Leave Administration website at:
<http://scottsville.sabinmetal.com/HR/LeaveAdministration.html>
- Ensure that the completed Request for FMLA form is returned to the HR Department as soon as possible. Completed forms may be returned by mail or faxed, which is confidential.
- When processed, HR Department sends an approval/denial letter to the employee and supervisor.

Supervisor Responsibilities:

- Have an understanding of FMLA and know when to refer the employee to HR Department for assistance or to Leave Administration Website at:
<http://scottsville.sabinmetal.com/HR/LeaveAdministration.html>
- Upon approval ensure that the employee understands the call off procedure along with stating that the absence is FMLA.
- Supervisors should enter the FMLA time (day/hours) in the time sheet.
- Make sure to communicate/inform HR Department of any updates/changes of employees FMLA leave.
- Maintain confidentiality: FMLA is confidential and should be handled with care.

Call HR Department at 538-2194 ext. 296 with any questions