

## Family Medical Leave Act (FMLA) Quick Reference

### Employee Responsibilities:

- Request FMLA paperwork from Leave Administration or print the documents from the Leave Administration website at: [www.rochester.edu/working/hr/leave](http://www.rochester.edu/working/hr/leave).
- Ensure that the completed paperwork is returned to Leave Administration within 15 days. Completed forms may be returned by intramural mail, Box 278955 or faxed to 585-276-1361, which is confidential.
- When processed, Leave Administration sends an approval/denial letter to the employee, supervisor, and Business Partner.
- When FMLA time is needed follow department/unit call off procedures, be sure to indicate that the absence is FMLA. Use of FMLA time is confidential and notice that call off is FMLA should be to supervisor/designee only.

### Supervisor Responsibilities:

- Have an understanding of FMLA and know when to refer the employee to Leave Administration for assistance or to the Leave Administration website at: [www.rochester.edu/working/hr/leave](http://www.rochester.edu/working/hr/leave).
- Upon approval ensure that the employee understands the call off procedure along with stating that the absence is FMLA.
- FMLA tracking must be completed and maintained by the department/unit. A time reporting code is available in HRMS Time & Labor to record FMLA time. The code is "FML" and should be used for intermittent FMLA time or if eligible whenever the WCR, DBL, or DBD code is used.
- Timekeepers should enter the FMLA time (day/hours) in Time & Labor using the "FML" code. Note: the FML code is not a pay code and used for tracking purposes only. An additional entry must be made to report PTO (when applicable), sick time (if an employee is absent for his/her own serious illness) or vacation time. PTO and vacation time must be reported for FMLA absences until exhausted. If PTO/sick/vacation is not recorded for hourly paid staff, the employee will not receive pay for the absence.
- In order to turn off pay for semi-monthly or monthly paid staff, payroll would need to be notified. Contact your HR Business Partner for questions regarding pay.
- Retain all FMLA correspondence, keep separately from the employee's department/unit file.
- Maintain confidentiality – FMLA is confidential and should be handled with care.

**Call Leave Administration at (585) 275-5250 with any questions.**