Managing the Family Medical Leave Process
Tips for Supervisors and Payroll Administrators

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FAQs
What is Family & Medical Leave (FML)?
FML is our policy that provides certain employees up to 12 workweeks of unpaid, job protected leave within 12 months*. FML also provides for the continuation of health benefits during this leave (monthly premium are still owned just as when working). FML leave can be intermittent or on-going. * Under certain circumstance eligible employees may qualify for more leave and an extended window for their use.

Are employees paid during FML leave?
FML does not provided any compensation (salary, pay, wages). Employees must (by policy) use their sick and vacation balances (except for one week of vacation, for parish employees) to continue their pay when on leave. NOTE: when the employee runs out of sick and vacation they can remain on leave but they will not be paid.

Are there additional resources available to Employees?
Sometimes we all need a little help with personal concerns — but we’re not sure who to ask or how to get started. If the need arises, one option is included in our employee benefits plan: GuidanceResources. The Archdiocese partners with GuidanceResources to provide confidential assistance with a wide range of personal matters, including counseling, legal, financial or estate assistance, work-life solutions and Wellness. This benefit is: available to employees and members of their household and at no cost (to the employee). Visit: https://www.guidanceresources.com/groWeb/login/login.xhtml to find out more.

When can the employee return to work?
In order for the employee to perform any work at all for us, the Leave Specialist in the Human Resources Office must have a signed note from their health care provider (“fitness for duty” note) that states that the employee can do their work or they can do your work within certain specific restrictions. Without this note the employee cannot work remotely or on-site! This is a requirement only for employees on leave due to their own medical condition, including pregnancy.
Steps for Administering Family and Medical Leave (FML)

As the supervisor, it is your responsibility to notify the Leave Specialist whenever you become aware that an employee is requesting time off for a medical condition. Do not assume that someone is eligible for FML leave just because he or she has a serious health condition. HR will make the eligibility determination. Remember that the reasons underlying an FML leave are often sensitive and so be mindful of confidentiality.

FML for all Archdiocesan locations are managed by the Leave Specialist in the Office of Human Resources, due to the complexity of medical leaves. Knowing the FML process may be unfamiliar to you and your employee, here is a brief overview of what to expect when you contact the Leave Specialist:

1. The employee or the employee’s supervisor contacts the Leave Specialist.
2. The employee is sent and completes the FML Request form and returns it to HR.
3. The request is reviewed by our office, the employee’s eligibility and available FML hours are calculated and a response is returned to them.
4. A confirmation of the leave application is sent to the employee’s location.
5. A certification by a medical professional (doctor’s note) may be required by Human Resources to verify leave reason.
6. While the employee is on leave, the Leave Specialist partners closely with supervisors, payroll administrators, Benefits, Worker’s Compensation and Payroll to ensure all aspects of the leave are managed and integrated appropriately.
7. Before returning to work, a Return to Work Certification (another doctor’s note) may be required, verifying the employee’s ability to perform the essential functions of his/her job, with or with an accommodation.

FML is an UNPAID leave, unless the employee has accumulated sick, vacation, or personal time and use it concurrently with FML.

Please contact the Leave Specialist by email at leave@seattlearch.org or by phone at 206.382.4578 if you questions or have an employee needing FML.
Do’s and Don’ts While Employee is Taking Leave

- **DON’T** disclose information about the employee’s leave e.g. health conditions, family or military situation to coworkers, parishioners or others but **DO** say, “as always I never discuss the particulars of an employee’s leave out of respect for their privacy. I can tell you that they are on an approved leave and we of course praying for them and their family.”
- **DON’T** reach out to employees while fully relieved of duty but **DO** contact the Leave Manager, Lilly McGarry, if you need to communicate with the employee.
- **DON’T** make negative comments to the employee about their leave but **DO** treat them with respect, compassion, and professionalism.
- **DO** inform the Leave Manager if the employee returns to work early than expected.

Employee Timesheet

- While the employee is using FML, the Leave Specialist will be listed as their supervisor in the payroll system, enabling HR to accurately track hours used and hours paid. Human Resources will make the supervisor change in Ulti-Pro.
- Employees on intermittent leave will be required to submit their time every two weeks per the usual schedule. The Leave Specialist will approve their timesheet but the location will still have access to see their timecard.
- Employees who are completely relieved of work and out-of-office across the entirety of a full month will have their status changed to LEAVE OF ABSENCE. This is done to provide Worker’s Compensation savings to the location. This change will also remove the employee’s access to their timecard.
- Employees fully relieved of work for any length of time will have their hours submitted by the Leave Specialist in the Office of Human Resources. See below for Payroll Processing and Reporting.
- Your location’s payroll administrator will still be responsible for day-to-day payroll issues but the Leave Specialist will be their contact for any issues in regards to their timesheet.
Payroll Processing and Reporting

- When preparing to submit payroll, any employees on the LEAVE OF ABSENCE status will not show on the summary tab unless you uncheck the **Active Only** box.

Make sure that all reports for payroll have all employee statuses selected.

- If you have a question about an employee’s hours as entered, please contact our office immediately before approving payroll for the pay period.

If you have any questions about the FML process or a particular timesheet, please contact the Leave Specialist, Lilly McGarry at: 206.382.4578 or leave@seattlearch.org