



Supervisor FMLA Leave FAQs

Can I approve my employees FMLA leave?

- No, you cannot approve or deny FMLA leave. You will need direct the employee to email HR.Leave@tamuc.edu about their potential leave.

Do I need to notify HR of my employee's upcoming leave?

- Yes, email HR.leave@tamuc.edu of the potential leave

Who needs to know about my employee's leave?

- Your Supervisor and HR.leave@tamuc.edu

Do I need to let HR know if the leave taken does not match, the timeframe HR provides?

- Yes, inform HR if the employee begins the leave early or does not return from leave

Do I need to follow up with my employee while they are on leave?

- The employee is informed to provide their Supervisor a status update every 2 weeks while out on leave. Let HR know if you are not hearing from employee.

Can I have the employee work while on FMLA?

- No, limit all communication during this time and do not require any work to be done during this time period.

Will I need to keep the position open?

- FMLA guarantees that employees will be restored to the same or equivalent position at the end of FMLA leave.

Retaliation?

- Under no circumstance can you or anyone in your department retaliate against an employee for exercising their FMLA rights.

Do I need to make sure a Doctor's return to work notice was received by HR?

- Yes, you will need to make sure HR received this notice prior to the employee returning to work.