

Family and Medical Leaves Key Things To Remember For Supervisors

1. Notify Agency/Department HR upon receipt of an employee's FML request, medical documentation which may support an FML leave; **Or when an employee is absent due to one or more of the following:**
 - Absent for **more than 3 days** due to family member's or own illness (including industrial injuries)
 - Intermittent leave (including medical appointments) due to own or family member's serious health condition
 - Child bonding or adoptive leave
 - To care for a covered servicemember with a serious injury/illness
 - For any qualifying exigency for a covered military member (e.g., attending military-sponsored functions, making appropriate financial and legal arrangements, and arranging for alternative childcare)
2. Review, sign and submit FML Employee Request for Leave to Agency/Department HR within 2 business days of receipt.
3. Forward all FML forms and supporting documentation to your HR office. Under no circumstances should medical documentation be kept by the supervisor.
4. Ensure appropriate FML Time Reporting Codes (TRCs) are used and verify timesheets. If employee is not available, complete timesheet on behalf of the employee and forwards copy to employee.
5. Submit necessary pay-period adjustments to reflect appropriate TRC's for FML leave taken.
6. Apply sick leave or family sick leave when eligible during an FML Leave. Employee's other accrued leave balances (e.g., vacation leave, compensating time off, and floating holidays) will be applied when eligible during an FML leave **unless the employee provides written notification** to limit the integration of such leaves to his/her Payroll Clerk with a copy to the immediate supervisor. Note: Sick leave/Family Sick Leave is not permitted during child bonding leave unless the employee or the family member is ill.
7. Ensure FML leave is taken as approved. If deviation exists, notify FML Coordinator immediately.
8. Contact your FML Coordinator when needed.

FML Time Reporting Codes

Codes	Description
FCU	Comp Time Used- FMLA
FWU	Comp Time Alt Wrk Sch Taken- FMLA
F5D	Converted 5D IL Taken- FMLA
FCP	OCC Paid Leave Taken- FMLA
FEU	In-lieu Comp Used Exp- FMLA
FNU	In-lieu Used Non-Exp- FMLA
FDU	In-lieu Vac (DSA)- FMLA
FFU	Floating Holidays Used- FMLA
FHO	Holiday- FMLA
FMP	Management Paid Leave- FMLA
FMU	Major Medical SL Used- FMLA
FPU	Paid Leave Used- FMLA
FSA	Sick Leave Med Appt- FMLA
FSC	Family Sick Leave Comb- FMLA
FSD	Sick Leave Dep Med Appt- FMLA
FSF	Sick Leave Family Emrgncy-FMLA
FSM	Sick Leave Maternity- FMLA
FSU	Sick Leave Self Used- FMLA
FVB	Vacation Buy- FMLA
FVN	Vacation Buy- FMLA (No Ben)
FVU	Vacation Used- FMLA
LWF	Leave Without Pay- FMLA