

# FMLA – Roles & Responsibilities

## Managers/Supervisors

- Make employees aware of FMLA and FMLA resources on DAS HRE website, including Decision Tree and Leave of Absence Team contact information for FMLA reporting. (<https://das.iowa.gov/human-resources/fmla>)
- If the employee is unable to initiate their own request, complete Leave of Absence Request form on behalf of employee and send to [LOA@iowa.gov](mailto:LOA@iowa.gov) include and relevant details in the Leave of Absence Request form.
- Carefully review all communications from the Leave Administration Team about their employees
- Ensure payroll and time-off items are addressed for their employees on a Leave of Absence. Also ensure properly retained vacation is not applied, per the email communications from [LOA@iowa.gov](mailto:LOA@iowa.gov)
  - Pending cases are provisionally FMLA covered. Record absence as FMLA in your payroll system.

## Employees

- Notify Manager/Supervisor of all absences per agency's policy.
- Refer to Decision Tree to identify when time off may be FMLA qualified: (<https://das.iowa.gov/human-resources/fmla>).
- Initiate Leave of Absence Request form and read carefully through detail in email communications from [LOA@iowa.gov](mailto:LOA@iowa.gov).
- Record related time-offs in payroll system within 2 days of the need for time away on an already established Leave of Absence.
- Report Work Comp absences and Military Leave of 30+ days to management and [LOA@iowa.gov](mailto:LOA@iowa.gov).
- Request Leave of Absence to management and HR contact even if eligibility requirements haven't been met.

## Leave of Absence Team [LOA@iowa.gov](mailto:LOA@iowa.gov)

- Review Leave of Absence requests from HR Contact
- Provide appropriate documents at initial request (Rights & Responsibilities, & Certification of Health Care Provider (CHCP) form within 5 business days of intake/leave request .
- Send eligibility notifications to Manager/Supervisor (ER) and Human Resources (HR).

## Human Resource Partner

- Assist employees and supervisors with completing Leave of Absence Request form and payroll system entries.
- Ensure Return to Work notes contain the correct dates and attachments when sending or uploading
- Run Biweekly report for parameter review (intermittent FMLA leaves), reach out to [LOA@iowa.gov](mailto:LOA@iowa.gov) if employee has exceeded parameters

## Managers/Supervisors

- If FMLA is denied or if the employee is ineligible for FMLA, discuss other leave options with employee. Discuss 8 week leave or other options with Personnel Officer and report back to LOA@iowa.gov
- Ensure Return to Work from provider is received PRIOR to being in work status and that it is processed accurately for employees on continuous leave for their own health condition.
- Reach out to [LOA@iowa.gov](mailto:LOA@iowa.gov) with any time discrepancies, questions or concerns.

## Employees

- Within 15 calendar days of receiving FMLA Packet – Return completed Certification of Health Care Provider (CHCP) form to [LOA@iowa.gov](mailto:LOA@iowa.gov) or via FAX to 515-242-5070.
- If there are issues getting the CHCP FMLA paperwork completed within the deadline, the employee must remain in contact with LOA@iowa.gov.
- Report absences on timesheet with appropriate time offs within 2 days of the need for time away.
- **Return to Work (RTW)** – Employees on continuous leave must submit a RTW form completed by their health care provider to their Manager/Supervisor before resuming work and will upload that document in Workday.

Leave of Absence Team  
LOA@iowa.gov

Receive CHCP, request additional info if needed & make determination.

- Within 5 business days of receiving completed information, an email will be sent with instructions on how to review the **Designation Notification** that is uploaded into Workday.
- LOA@iowa.gov issues notifications throughout the initial request and Case Management process:
  - Employee eligibility
  - Determination
  - Intermittent time off request
  - Extension request
  - Incomplete form
  - Form reminder
  - Leave exhaustion approaching
  - Leave exhaustion

## Managers/Supervisors – Employee Issues

- If an employee fails to initiate a claim within 48 hours of the initial absence, OR doesn't report the absence as FMLA and the Manager/Supervisor believes the leave should be coded FMLA, the Manager/Supervisor should discuss the leave situation with the employee.
- If the employee agrees the leave should be FMLA covered, the supervisor must direct the employee to request a Leave of Absence and notify LOA@iowa.gov.
- If the employee disagrees the leave should be FMLA covered but the Manager/Supervisor believes it is FMLA-qualified, the Manager/Supervisor will:
  - **Initiate** FMLA notify [LOA@iowa.gov](mailto:LOA@iowa.gov) and may need to initiate the request in Workday on the employee's behalf if employees fail or refuse to report (must be within 2 weeks of start of absence).
- As a last resort, work with LOA@iowa.gov to discuss **designating** FMLA if sufficient information is known.

**All requests for Exceptions, 2<sup>nd</sup> Opinions, Employer-Initiated Recertifications and FMLA Designations must be made from HR to DAS HRE Leave Administration Team at [LOA@iowa.gov](mailto:LOA@iowa.gov) 3/2023**