



### **What Managers and Supervisors Need to Know**

Family and Medical Leave Act regulations, overseen by the US Department of Labor, require employers, including USF, to advise employees of their potential FMLA entitlements. Failure to do so places the university in non-compliance with Federal law and regulations. A manager or supervisor must know and understand that the university has the responsibility to ensure situations which potentially qualify under the FMLA are properly identified. An employee giving notice of the need for FMLA leave does not need to expressly state the need for taking time away from work under the FMLA, but needs only state a qualifying reason for the leave. It is the responsibility of managers and supervisors to identify circumstances warranting time off if an employee informs the manager or supervisor of the need to be out of work for medical reasons or a medical condition of a spouse, parent, or child.

- If an employee informs the manager or supervisor of the need to be out of work for the birth (or births) of a child (or children), adoption of a child (or children), or the placement of a foster child (or children).
- If the manager or supervisor is informed by a different source the employee is ill as described above.
- If an employee informs the manager or supervisor of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an imminent deployment, or order to active duty, in support of a contingency operation, in the National Guard and Reserves.
- If an employee informs the manager or supervisor that an eligible employee, who is the spouse, parent, or next of kin of a servicemember, requires leave to care for a servicemember injured in the line of duty.

Once a manager or supervisor is aware of these or similar situations, the individuals responsible for FMLA at the campus HR office must be notified immediately so that proper and timely notice can be sent to the affected employee.

The FMLA process is centralized in HR on each campus to oversee the process, ensure compliance, and assist employees and their departments. These



Division of Human Resources  
**FMLA Information for Departments**