## Employee Responsibilities

Schedule time to meet separately with manager and with Human Resource’s Leave of Absence Specialist (617-432-1024) as early as possible prior to leave. You must provide at least 30 days’ notice to department if leave is foreseeable, or 1-2 days if not.

Leave specialist will provide you with the following:
- **FMLA Medical Certification**, to be completed and returned within 15 calendar days.
- **Request for Family and Leave Form**.
- **FMLA Notice of Eligibility & FMLA Poster**, informing you of your rights and responsibilities.

Leave of Absence Specialist and HR Partner/Consultant will review the FMLA Medical Certification and provide employee with a decision within 5 business days.

Work with manager to make arrangements for absence for scheduled FMLA Leaves (for example, will you require a temp to cover?). Contact your HR Partner/Consultant for assistance.

During FMLA, an employee may use accrued time off, such as sick, vacation, personal days, longer service vacation, or take the leave unpaid.

If FMLA leave is intermittent, it is the employee’s responsibility to enter or request absences. “FMLA” should be noted in the comment section, when requesting or entering absences in PeopleSoft.

If Leave is concurrent, either employee or manager may enter or request absence during the leave.

Notify Leave of Absence Specialist of changes, updates, and return to work dates.

Should FMLA leave need to be extended, employee must provide updated medical documentation to support this request. If leave is intermittent and the need for leave exceeds the approved maximum frequency or duration, then FMLA medical certification must be recertified with 7 business days.

Request and submit all medical documentation for FMLA to the Leave of Absence Specialist for approvals, extensions and medical clearance to return to work.

Confirm your return to work with the Leave of Absence Specialist.