

Supervisor Checklist for Medical-Related Leave

You should follow this checklist process when an employee has indicated that they will be away from work for an extended period of time.

HIGHLIGHTS	
If an employee is:	<p>Absent from work because of an illness or injury and may not be returning:</p> <ul style="list-style-type: none"> ▪ Within ten workdays, or ▪ Within one month of a planned surgery or childbirth...
KEY REMINDERS	<p>What should you do if an employee will be away from work due to illness or injury?</p>
	<p>1. There are two important contacts you will need to remain in touch with during your employee's medical absence:</p> <ul style="list-style-type: none"> a) Faculty – Call Caitlin Leidy in Human Resources at 610-758-3936, or write to her at crl215@lehigh.edu. b) Staff - Call Kimberly Drey in Human Resources at 610-758-3895, or write to her at kad610@lehigh.edu.
	<p>2. Your employee should initiate regular contact with you. Supervisors and employees are expected to take an active role in responding and following up with each other. Do not ask your employee for information regarding their medical diagnosis.</p>
	<p>3. Employee must work with Human Resources before returning to work.</p>

CHECKLIST		
	<u>Prior to the Start of Leave (when possible)</u>	
<input type="checkbox"/>	Notify your employee that they must contact Human Resources (HR) as soon as you/they become aware of an anticipated absence from work as described above.	Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895 Do not ask your employee for information regarding their medical diagnosis.
<input type="checkbox"/>	Discuss expected timing and length of anticipated absence at least 30 days in advance, if possible, with employee.	Check in regularly with HR. Do not ask your employee for information regarding their medical diagnosis.
<input type="checkbox"/>	Contact Employee Relations to discuss staffing concerns, how to address questions about the situation with co-workers of the employee, and related issues that will or may impact the department while the employee is away from work. Contact your department head to determine if there are any financial or other support resources available.	Contact Employee Relations at 610-758-3698.

<input type="checkbox"/>	Contact HR to discuss questions or concerns specifically relating to the employee's time away from work, including the process for the employee eventual return to work and relevant policies.	Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895
<input type="checkbox"/>	Encourage your employee to review, complete, and submit applicable forms to the appropriate entity (HR or Lincoln Financial Group (LFG)).	Lehigh Short Term Disability
	<u>During the Leave</u>	
<input type="checkbox"/>	Remain in contact with HR to stay informed of your employee's latest intended return to work date.	Check in regularly with HR. Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895
<input type="checkbox"/>	If your employee indicates that they anticipate needing work accommodations or an altered work schedule upon their return, notify Employee Relations (staff) or the Provost's Office (faculty) ASAP. These requests must be reviewed and approved by Employee Relations or the Provost's Office PRIOR to your employee's return to work.	Faculty Contact Pat Mann at 610-758-3813. Staff Contact Employee Relations at 610-758-3698.
	<u>Prior to Return from Leave</u>	
<input type="checkbox"/>	In order for your employee to return to work, a Physician Release to Return to Work form must be completed by the employee's doctor and be submitted to HR for review. Your employee will not be allowed to return to work without first submitting this document to HR.	If the employee has questions about the paperwork, etc., the employee should contact: Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895
<input type="checkbox"/>	If your employee contacts you about returning to work, confirm that your employee has submitted the <i>Physician Release to Return to Work</i> form to HR for review.	To confirm that the appropriate paperwork has been submitted to HR: Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895
	When discussing your employee's return to work, ask the employee whether the employee's doctor in the <i>Physician Release to Return to Work</i> form suggests any work restrictions, accommodations or altered work schedules.	
<input type="checkbox"/>	If the answer is no (that the doctor has not suggested any work restrictions or accommodations or altered work schedules), the employee can return to work full time and does not require any changes to their work schedule or to their job tasks or responsibilities in order to return to work full time. Contact HR and discuss the employee's release to return to work date.	Faculty Contact Caitlin Leidy 610-758-3936 Staff Contact Kimberly Drey 610-758-3895
<input type="checkbox"/>	If the answer is yes, that the doctor suggested restrictions or accommodations, contact Employee Relations (staff) or the Provost's Office (faculty) ASAP. Remind the employee that they must also contact Employee Relations/Provost's Office immediately to set up a time to discuss the restrictions and/or accommodations. The employee may not return to work until they have spoken with Employee Relations or the Provost's Office (either in person or by phone or email) AND been notified by the appropriate office that they may return to work. The employee will be notified of their return to work date by HR (staff) or the Provost's Office (faculty).	Faculty Contact Pat Mann at 610-758-3813. Staff Contact Employee Relations at 610-758-3698.
<input type="checkbox"/>	Participate in conversations with Employee Relations/Provost's Office regarding the restrictions/accommodations requested and the employee's job description. The employee may not return to work without first speaking with Employee Relations or the Provost's Office AND being notified by the appropriate office that they may return to work.	This is an interactive process based upon your employee's individual circumstances. It may involve more than one conversation/meeting with your employee and/or HR/Provost's Office.