**A Supervisor’s FMLA Field Guide**

Many organizations covered by the Family Medical Leave Act can (and should) place primary responsibility for proper FMLA administration with a single, knowledgeable, and well-trained administrator (like HR). But even where that’s the case, supervisors are an employer’s “eyes and ears.” *Every supervisor* is responsible for identifying potential FMLA-qualifying situations, making sure HR is in the loop, and cooperating and coordinating in FMLA administration (including documentation). Supervisors don’t need to know all the ins-and-outs of the FMLA’s complex regulations – but they do need to know and be on the lookout for at least these basics:

**Is The Individual Employee Eligible For FMLA?**

- ☐ 12 months of total employment (continuous or not)?
- ☑ 1250 hours actually worked?

If *yes to both* (as of the time FMLA leave would begin), the employee is eligible. But that doesn’t automatically mean “approved” – they still must meet several other qualifications...

**No to either?**
- Not FMLA-eligible

**Yes to both?**
- Might They Need Time Off For Some Other Qualifying Reason?
  - ☐ Employee’s/Family Member’s serious health condition?
  - ☐ Covered Servicemember care?
  - ☐ Military Exigency?

**Might they need time off to bond with a new baby?**

- ☐ No...
- ☑ Yes...

**Leaves can be taken by a Covered Servicemember’s:**
- Spouse
- Child
- Parent
- Nearest blood relative

**For a Serious Illness or Injury**

- ☐ Incurred or aggravated in the line of duty on active duty
- ☐ In the regular Armed Forces, Guard, or Reserves
- ☐ By an active member or veteran
- ☐ That renders them unfit to perform duties

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Once you learn that an employee has – or might have – a situation meeting these qualifications, you (or the person in your organization responsible for leave administration) have 5 business days to provide the appropriate FMLA forms/notice.

*Courtesy Of*

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