**FMLA Checklist: Supervisor**

Upon Notification by employee about the leave:

1. Contacts Administrative Coordinator in the State Office to reconcile employee’s PTO
   1. Make sure that all “sick” time is used
   2. All time sheets (TRF) are up to date and signed
2. Completes Notice of Eligibility and gives it to the employee along with Certification of Health Care Provider Form within 5 days
3. Receives the CHCP from the employee within 15 days
4. Forwards CHCP to the Administrative Coordinator for review
5. Within 5 days of receiving the CHCP,
   1. provides a Designation Form to the employee
      1. Form must be printed on the Implementing Agency’s (previously known as project office) letterhead
   2. completes the left side of the Physical Demands Questionnaire (PDQ) form before sending it to the employee
6. Must receive PDQ 2 weeks prior to employee’s return to work
7. Must review with their supervisor for clearance to return to work