



FMLA Checklist for Supervisors and Managers

	No	Yes or Maybe (see below)
Has the employee or a family member had more than three consecutive calendar days of absence or incapacity for any medical or family reason, including workers' compensation?		
Did the employee/family member stay at least one night in a hospital or health-care facility ?		
Is the employee pregnant and is she having absences associated with the pregnancy? This also includes a spouse whose wife is pregnant and has absences associated with the pregnancy.		
Is the employee/family member having ongoing health-care provider appointments or absences for a chronic or ongoing condition that causes periods of incapacity ?		
Is the employee caring for a newborn child ?		
Is the employee arranging for an adoption or foster care placement or caring for a newly placed adopted or foster child ?		
Is the employee specifically requesting or asking about FMLA without giving details?		

If you answered "yes" or "maybe" to any of the above, does the employee have the length of service to be eligible? ("FMLA eligibility" or "FMLA eligible" means the employee has worked one year for the employer and has actually worked at least 1,250 hours during the past 12 months preceding the start of the leave and hasn't exhausted 12 weeks of FMLA leave on the past 12 months.)

If...	Then...
The employee is or may be eligible	<ul style="list-style-type: none"> The supervisor should contact HR immediately
The employee is not eligible	<ul style="list-style-type: none"> The supervisor should follow any other applicable employee leave or time-off policies.