

**Manager Checklist for Massachusetts Paid Family and Medical Leave (MA PFML), STD, and or FMLA**

Prior to the Start of the Leave	
<input type="checkbox"/>	When an employee informs you of the need for medical time off, refer them to the Leaves Consultant. You can also send an email to <a href="mailto:leaves@fas.harvard.edu">leaves@fas.harvard.edu</a>
<input type="checkbox"/>	Direct employees to <a href="https://hr.harvard.edu/leaves-absence">https://hr.harvard.edu/leaves-absence</a> for leave resources.
<input type="checkbox"/>	Work with your HR Consultant to make arrangements for coverage. Make sure the employee’s job description is up to date in Aurora.
<input type="checkbox"/>	Ensure employees who use timesheets or PeopleSoft Absence Management have entered applicable paid time off or unpaid time to account for the MAPFML and or STD wait period.
<input type="checkbox"/>	Follow the standard protocols for approving the employee’s absences.
During the Leave	
<input type="checkbox"/>	Keep the lines of communication open with your Leaves Consultant.
<input type="checkbox"/>	If applicable, approve employee’s absences in PeopleSoft and make sure they are using the proper codes. Contact Leaves Consultant, if you have questions.
Return from Leave	
<input type="checkbox"/>	Your Leaves Consultant will reach out to you to confirm the employee will return to work and if there are any restrictions or accommodation needs.
<input type="checkbox"/>	Upon return to work, meet with your employee to review work and performance expectations and review any work-related updates that occurred while they were away.

**When communicating with an employee about their leave what questions can I ask them?**

You can:

- Ask how they are doing
- Ask how long they expect to take leave
- Instruct them to work on their leave with their Leave of Absence Consultant
- Request they let you know if their leave status has changed
- Ask when they expect to return to work and ask them to contact you a few days before their return
- Inform them they can’t return (or send them home) if they do not have the proper return to work documentation

You should NOT:

- Ask about their medical situation or details around their condition. Do not explore medical information with them, even if volunteered
- Share information with other employees about the employee’s medical or family condition. It is ok to say they are on extended leave
- Speculate or discuss the validity of their leave
- Request that they work during their approved medical time off

**Direct your employee to the appropriate resources:**

Question Type	Resource
Leave process	Leaves Consultant
Harvard’s leave policies	Leaves Consultant or Benefits office
Communications, forms, and pay	Leaves Consultant or Lincoln Financial