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

### Prior to the Start of the Leave

- 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 leaves@fas.harvard.edu
- Direct employees to [https://hr.harvard.edu/leaves-absence](https://hr.harvard.edu/leaves-absence) for leave resources.
- Work with your HR Consultant to make arrangements for coverage. Make sure the employee’s job description is up to date in Aurora.
- 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.
- Follow the standard protocols for approving the employee’s absences.

### During the Leave

- Keep the lines of communication open with your Leaves Consultant.
- 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

- 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.
- 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.

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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:

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<th>Question Type</th>
<th>Resource</th>
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<tr>
<td>Leave process</td>
<td>Leaves Consultant</td>
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<td>Harvard’s leave policies</td>
<td>Leaves Consultant or Benefits office</td>
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<td>Communications, forms, and pay</td>
<td>Leaves Consultant or Lincoln Financial</td>
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