Helpful Information Related to Leaves for Managers

Table of Contents

Circumstances that warrant Workpartners notification 1
Who should notify Workpartners? 1
Parental/Bonding leave requires manager approval 2
Employee responsibilities before and during a leave of absence 2
Employee working while on leave 2
Reporting absences during intermittent leave 2
Employee's return to work date is approaching 2
Clearance to return to work 2
Employee does not return to work as expected 3
How to update leave supervisor or leave contacts in the system 3
Manager responsibilities in regards to employee leaves of absence, in summary 3

Circumstances that warrant Workpartners notification

As a manager at MIT, **IF** you are made aware of an employee who:

- Has been absent or plans to be absent for more than 3 work days (consecutive or nonconsecutive), for their own illness or a family member's health condition;
- Has been absent or plans to be absent because of circumstances related to family members currently or formerly in the Armed Forces; or
- Is a new parent and will take or has taken time off for parental and/or bonding with the new child;

THEN Workpartners needs to be made aware of the absences to ensure the employee is notified of their rights under federal and state employee leave laws for job protection purposes.

Who should notify Workpartners?

- The employee: As the employee's manager, direct them to notify Workpartners.
- Friend or family member: If the employee is unable to contact Workpartners, a friend or family member can make the call.
- You, the manager: If you are unsure whether Workpartners has been notified, you should contact WP to report the leave.

Parental/Bonding leave requires manager approval

Parental/Bonding leave requires manager/supervisor approval. When the employee contacts Workpartners to notify them of an upcoming parental/bonding leave, Workpartners sends the employee a form to complete. The employee must indicate on the form that they have received approval from their supervisor. Please be sure to discuss plans for parental/bonding leave with your employee.

Employee responsibilities before and during a leave of absence

- To contact Workpartners regarding need for leave and provide supporting documentation in a timely manner.
- To communicate with you, their manager, regarding absences, estimated time frames, and plans to return to work.
- For continuous leaves, to provide return to work clearance to Workpartners before the return to work date.

That said, it is the manager's responsibility to be proactive in order to stay informed. You are expected to initiate communication or remind an employee of their responsibility, as needed.

Employee working while on leave

Employees are not permitted to work under any circumstances as of their leave start date, *even if the leave is still pending approval*. The manager should make it clear to the employee and anyone else who works with the employee that the employee is not permitted to work and should not be contacted for work-related matters while on leave. If an employee feels able to work while on leave, the employee must contact their medical provider before any work is performed to determine whether the leave can be modified. If modified, they should contact their supervisor to discuss the details of returning to work, even if on a partial basis. Contact your DLC's Human Resources contact and DSMLO if you encounter any issues.

Reporting absences during intermittent leave

Employees who are approved for intermittent leave are expected to follow standard departmental procedures for reporting absences to their DLC in addition to reporting to Workpartners within 30 days. Managers periodically receive a notification summarizing an employee's reported usage of intermittent leave. If you are aware that an employee used intermittent leave time but you do not see the time listed on the summary from Workpartners, remind the employee to report the time.

Employee's return to work date is approaching

Reach out to the employee shortly before their expected return date if you haven't heard from them about their plans to return. It is important to find out whether the employee will request any accommodation or alternative schedule arrangement upon their return to work.

Clearance to return to work

Employees on leave for their own serious health condition are required to provide Workpartners with confirmation that they have been cleared to return to work. Sometimes this clearance is

evident in the original documentation submitted by their health care provider at the start of their leave and sometimes the employee needs to request a return to work note. It could be helpful to remind your employee of this requirement.

Employee does not return to work as expected

If the employee does not return to work on the return to work date, reach out to the employee to discuss. If they need additional leave, direct them to contact Workpartners. If there are other circumstances, discuss with your DLC's Human Resources contact and DSMLO.

How to update leave supervisor or leave contacts in the system

In order to be a leave supervisor or leave contact, you must be an MIT employee.

If the leave supervisor for an employee or employees needs to be changed, go to atlas.mit.edu and search for "Leave Supervisor Maintenance." There you can search for the name of the supervisor or employee or make multiple changes at once by viewing relationships by department. The leave supervisor is the person who receives notifications for:

- Salaried staff regular sick time reporting into MIT's sick time portal; and
- Updates from Workpartners regarding leave cases.

The leave contacts are set per DLC and each DLC has primary and secondary leave contacts. If a leave contact for your DLC needs to be updated, email leaves-dlc-contacts@mit.edu to make the request. Leave contacts:

- Receive updates from Workpartners regarding leave cases;
- Act as the MIT DSMLO points of contact concerning employee leave cases; and
- Have access to the OBI reporting tool.

Summary: Manager responsibilities regarding employee leaves of absence

- To be familiar with MIT leave policies, including sick time, serious illness reduced pay, and parental and family leaves.
- To be aware of and on the lookout for absences that should be reported to Workpartners.
- To ensure that absences and/or planned need for leave are reported to Workpartners in a timely manner.
- To ensure that employees are not engaged in any work-related matters while on leave.
- To respond to inquiries from Workpartners and/or DSMLO promptly.
- To stay in touch with the employee as their return date approaches to discuss further need for leave or return-to-work plans.

By consistently following the guidelines above, you can ensure that you are applying MIT's policies equitably and appropriately. If you have questions about the policies, or if you have concerns about an employee's leave pattern, please reach out to your DLC Human Resources contact and/or your Human Resources Officer.