



### 2023 Employee Manager Check List

Please complete the following if you have an employee that will be applying for Paid Family Time Off (Parental, Adoption, or Foster Leave). Maternity leave, please complete Maternity Checklist.

**Initial or check off that each bullet point was discussed and agreed by both employee & manager**

- Start the conversation & offer options for flexibility (pre and post baby plan) including the following:
  - Flexibility (When applicable) \_\_\_\_
  - Expectations for getting their work done and on time for business needs. \_\_\_\_
  - Be flexible with doctor appointments, allow your employee to come in late and/or leave early, let them make up the work at home and/or adjust their schedule for the remainder of the week. \_\_\_\_

**Have these conversations with your employee:**

- Who will back them up while they are out? \_\_\_\_
- What will go on at work while they are out? \_\_\_\_
- When they return will things remain the same/have responsibilities changed? \_\_\_\_
- Check-in weekly prior to the employee going out. \_\_\_\_
- Ask how is their workload? \_\_\_\_
- Does the employee feel they still have a good work/life balance with becoming a new parent? \_\_\_\_
- Confirm employee will communicate what day they are coming back. \_\_\_\_
- Will your employee be comfortable with business travel once they return? \_\_\_\_

**Parental Leave is covered under FMLA therefore the following applies:**

- ❖ An employer is prohibited from interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right.
- ❖ Refusing to authorize FMLA leave for an eligible employee.
- ❖ Discourage an employee from using FMLA leave.
- ❖ Using an employee’s request for or use of FMLA leave as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions.

**HR Accountability (Prior to leave and when the employee returns):**

- ❖ Go over leave with Employee (FMLA, Salary Continuation, \*Only LIC NY PFL).
- ❖ Give employee Request Form for them and manager to sign prior to their leave.
- ❖ Give employee and manager a copy of SMP’s Paid Family Time off Policy.
- ❖ HR will meet with employee and manager prior to leave.

**Check in with employee/manager when the employee has returned or are about to return from leave to see if they have any questions and/or concerns about returning to work. Is the manager following the checklist?** Confirmed meeting when employee returned: **Date:** \_\_\_\_\_ **HR Initials:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Signature:** \_\_\_\_\_ **Received Date:** \_\_\_\_\_