

MICHIGAN STATE
UNIVERSITY

College of Agriculture
and Natural Resources

CANR Supervisors

ESSENTIALS FOR SUPERVISORS AT MSU –
FMLA – LTD – WORKERS' COMP

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Family Medical Leave Act (FMLA)

- ▶ Federal law that helps employees balance work responsibilities with family and medical needs.
- ▶ Provides 480 hours (12 weeks) of job protected leave for qualifying life circumstances in any 12-month period.
- ▶ Could be paid or unpaid, dependent upon paid time off accruals.
- ▶ Eligible employees must have been at MSU for 12 months.
- ▶ Employees must have **worked** a minimum of 1,250 hours within the 12-month period immediately preceding the date that the employee's leave commences.

FMLA continued.....

- ▶ MSU has a university leave team that facilitates all FMLA requests. Refer employees to the HR Solutions Center. If FMLA is granted, supervisor will receive notice including expected duration of leave.
- ▶ Do not assume someone is eligible for FMLA because they have a serious health condition. The MSU leave team will make the eligibility determination. Supervisors should not try and counsel or advise.
- ▶ FMLA leave can be in one time chunk (i.e. out for a surgery), or intermittent (i.e. need to be out for regularly scheduled doctor appointments or to deal with flare ups of a medical condition).
- ▶ Notify the leave team whenever you become aware that an employee is requesting time off (more than one instance) for their own medical condition or to care for a spouse, parent, or dependent child with a medical condition.
- ▶ If approved for intermittent FMLA, employees must still follow unit call-in procedures to report absences.
- ▶ Maintain confidentiality surrounding the reasons for the FMLA leave.
- ▶ FMLA guarantees employees will be returned to the same or equivalent position at the end of the FMLA leave.
- ▶ Ensure there is no retaliation if an employee exercises their FMLA rights.

Long-Term Disability and Extended Leave Disability

- ▶ Long-Term Disability (LTD) <https://hr.msu.edu/benefits/long-term-disability/index.html>
 - ▶ Provides benefits and 60% of pay for employees who cannot perform their job for at least 180 days. (contact central HR)
- ▶ Extended Disability Leave (EDL) – also known as Short-Term Disability <https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/edl.html>
 - ▶ Paid for by department. Employee must have applied for long-term disability and be approved. (contact central HR)
 - ▶ Provides interim income to eligible employees expected to receive LTD after the expiration of all accrued sick, vacation and personal leave.

Workers' Compensation

- ▶ Provided by MSU if an employee is injured in the course of employment.
- ▶ Benefit is approximately 80% of employee's average weekly wage.
 - ▶ Subject to a state-determined maximum rate.
- ▶ Employee must report injury. Supervisor can assist in filling out form.
- ▶ Injury/accident report is forwarded to central HR within 24 hours of the accident.
<https://hr.msu.edu/ua/forms/documents/AccidentReport.pdf>
- ▶ Authorization to Invoice goes with employee for treatment and billing. <https://hr.msu.edu/benefits/workers-comp/documents/InvoiceMSU.pdf>
- ▶ Report any full days missed from work to the MSU leave team, who will process the time missed from work.
- ▶ Full information on Workers' Compensation can be found at <https://hr.msu.edu/benefits/workers-comp/index.html>