

2014 FMLA Administration Supervisor FAQs

On December 18 Human Resources announced that the County will implement third party administration of the Family & Medical Leave policy. Standard Insurance Company, which also administers disability benefits for the County, will begin administering FMLA leave benefits on January 1, 2014. This announcement is intended to answer many of the questions that supervisors may have about the new program

Important Details for Supervisors

How will things be different for Supervisors?

For one, you will no longer be asking employees the questions required to determine if a leave qualifies for FMLA, approve or deny FMLA and request FMLA medical certifications. Standard insurance will perform these activities on your behalf.

Standard will send supervisors emails regarding the status of their employee's leave.

Do supervisors still have a role?

Although many FMLA activities will be the responsibility of Standard all supervisors still have several key roles.

- Supervisors **must** require employees to report all absences in accordance with County and department rules and policies.
- Remind your employees to contact Standard to request FMLA when they report their absence to you.
- Supervisors **must** monitor the emails from Standard regarding the status of their employee's leave requests.
- Supervisors **must** use the emails from Standard to ensure FMLA designations on time cards are accurate.
 - It is recommended you set up special folders in your Outlook box so these emails will be readily accessible.

What do supervisors do with the FMLA medical certifications they have on file?

Moving forward Standard will request and maintain FMLA medical certifications for your employees. For the certifications you have on file the following applies.

- Current FMLA medical certifications (less than 6 months old as of January 1, 2014) are to be handled as follows.
 - Write the employee number on the top of the form
 - Make a copy of the form for your records
 - Forward the certification forms to Employee Benefits as soon as possible. You can fax them to 464-5291, email them to employee.benefits@pinellascounty.org or hand deliver them.
- Non-current FMLA certifications should be retained in the department records. Do not forward them to Employee Benefits.

Will training be available for supervisors on this new process?

Yes. Very early in 2014 several webinars will be held which supervisors can attend. Recorded versions will be available for on-demand viewing.

If you have questions on the process or your role you may contact Employee Benefits at employee.benefits@pinellascounty.org or 464-4570.