



# New Mexico State University Supervisor Guide to Family & Medical Leave

	Supervisor Responsibilities	Human Resources Responsibilities
Notification	Notify HR of possible FMLA needs	Notify employee of FMLA rights & qualification
Request	Submit request on behalf of employee as needed	Process Request
Leave Tracking	Reconcile employee's leave records to ensure accuracy	Designate and record leave as FMLA protected
Medical Documentation	All medical documentation related to employee's leaves of absence should be submitted to Human Resources. No copies should be filed in the department	Retain all employee medical documents in compliance with HIPAA and GINA
Personnel Action Form (PAF)	Ensure necessary PAFs are submitted in a timely manner	Verify information is accurate and submit to Payroll for processing
Training	Attend FMLA Supervisor Training and stay informed	Provide training and up to date information

## Notification

Supervisors must notify Benefit Services as soon as an employee mentions a possible need for FMLA by emailing [fmla@nmsu.edu](mailto:fmla@nmsu.edu) with the employee's name and Aggie ID.

If the employee has missed work for 3 or more day in a row, include the date he/she was first absent.

By law, NMSU has 5 days from the date the employee notifies the supervisor/department or HR of the possible need for FMLA to send the employee their rights and responsibilities. So providing this information in a timely manner is imperative.

## Request

If the supervisor has sufficient information, they can submit an FMLA request on behalf of the employee. Request information needed is employee name, aggie ID, requestor name, email, phone number, leave start date, leave type, and if for a family member the name, gender, and date of birth of the family member.

## Leave Tracking

Supervisors should reconcile the days/hours reported with timesheets/leave reports to ensure accuracy of leave records. Discrepancies should be identified and corrected as soon as possible.

If the employee is unable to submit their timesheet/leave report the supervisor is responsible for submitting it.

Supervisors may track hours using the [Supervisor FMLA Tracking Form](#)

## Medical Documentation

All Medical Documentation should be forwarded to Benefits Services. This includes but not limited to doctor excuses, return to work letters, and FMLA certifications. Benefit Services maintains all medical documents.

No copies should be kept in the department.

Supervisors should not request medical documentation be routed through them/department. Any medical documentation should be sent to Benefits Services directly. Benefit Services will provide the supervisor/department with essential information only.

## Training

Supervisors are advised to take FMLA Supervisor training for information on FMLA and recommends an annual refresher course. Trainings are available online through Training Central <https://training.nmsu.edu/>.