



**Fashion Institute
of Technology**

TO: All Supervisors
FROM: Human Resources
SUBJECT: **FAMILY/MEDICAL LEAVE POLICY ADMINISTRATION**

To assist in ensuring that the College is abiding by its obligations under applicable leave laws, please abide by the following:

1. Whenever employees indicate that they will need to be late, absent, or to leave early for any reason which may qualify under the College's Family/Medical Leave policy (such as to care for a sick or injured family member, due to a serious illness or injury, to visit the doctor, due to some sort of health problem, to be home with a new baby, due to circumstances involving a call to duty in the National Guard or Reserves, etc.), supervisors should obtain specific information regarding the time needed and general reason (not specific ailments) for the leave.
2. Supervisors should confer with Human Resources as appropriate and notify Human Resources of any potential leave situations, including employees' need to be absent on an intermittent basis or work reduced hours.
3. Supervisors should immediately notify Human Resources of all employees' on-the-job injuries or illnesses, no matter how minor, so that any appropriate workers' compensation and/or leave forms may be completed in a timely manner.
4. Supervisors should not, without guidance from Human Resources, discipline or deny time off to employees who need to be absent, come to work late, or leave early due to any reason potentially covered by this policy. Such employees may also have a right to reasonable accommodation of a disability.
5. Supervisors, together with Human Resources, should monitor employees' use of paid time off during intermittent leave.
6. Supervisors must confer with Human Resources regarding filling the position of any employee on leave.