

FMLA TIP SHEET FOR SUPERVISORS and MANAGERS

Triggering Event Checklist

Use for current absences or absences anticipated in the future

	If yes or maybe, check box
Has Employee/Family Member ¹ had more than three consecutive calendar days of absence or incapacity ² for any medical or family reason including worker's compensation?	<input type="checkbox"/>
Did Employee/Family Member stay at least one night in a hospital or care facility ?	<input type="checkbox"/>
Is Employee pregnant and does she have associated health care provider appointments ?	<input type="checkbox"/>
Is Employee pregnant and is she having absences associated with the pregnancy?	<input type="checkbox"/>
Does Employee/Family Member have ongoing health care providers' appointments or absences for a chronic or ongoing condition that causes periods of incapacity ?	<input type="checkbox"/>
Is Employee caring for a newborn child ?	<input type="checkbox"/>
Is Employee arranging for an adoption or foster child placement or caring for a newly placed adopted or foster child ?	<input type="checkbox"/>
Is Employee a caregiver for a "covered servicemember"?	<input type="checkbox"/>
Is Employee taking care of activities that fit in "qualifying exigencies" under Military Leave?	<input type="checkbox"/>
Is Employee specifically requesting FMLA without giving details?	<input type="checkbox"/>

If "yes" to any of the above, does the employee have the length of service to be eligible? ("FMLA eligibility" or "FMLA eligible" means regular full or part-time employees who work 20 hours or more a week, employed for a minimum of six (6) months. Full time temporary employees employed a minimum of six (6) months are also eligible).

Contact your [Human Resources Generalist](#) for questions regarding Medical/FMLA.

¹FMLA defines Family Member as a spouse, parent or child under age 18 or adult child incapable of self care (as defined by ADA). UMDNJ policy includes same-sex registered domestic partner.

²Incapacity means being unable to work, attend school, or perform normal daily activities.