

**Hourly Employee Manager Check List: Please complete the following if you have an employee that will be applying for Paid Family Time Off (Maternity or Parental Leave).**

- Start the conversation (pre and post baby plan) **please check off that it was discussed and agreed by both employee & manager.**
  - Make sure employee reports leave to HR once they are comfortable. \_\_\_\_
  - Employee will not need to submit any of their “paid time off” during this approved time as they will be paid under the “maternity and/or paternity leave” policy (except possibly if they went out under STD first and then had the baby, Salary Continuation/FMLA). \_\_\_\_
  - When an employee returns from maternity leave, the law requires “reasonable amount of break time” in regards to breast feeding mothers. \_\_\_\_

**FMLA (Applies to both our Professional and Hourly employees)**

- Parental Leave is covered under FMLA therefore the following applies:
- An employer is prohibited from interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right.
- Refusing to authorize FMLA leave for an eligible employee,
- Discourage an employee from using FMLA leave,
- Using an employee’s request for or use of FMLA leave as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions.
  
- **Make sure employee reports leave to HR once they are comfortable. \_\_\_\_**
- **Return this form to HR when the employee has gone out for their leave. \_\_\_\_**

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HR Accountability**

- Go over leave with Employee (Disability, FMLA, Salary Continuation, \*Only LIC NY PFL)
- Give employee Request Form for them to sign prior to their leave.
- Give employee and manager a copy of SMP’s Paid Family Time off Policy.
- HR will meet with manager to have them sign request form and ask if there are any questions.
- Receive Signed Check List from HR Manager signed by manager and employee once the employee has gone out on leave.
- Check in with employee when they return or are about to return from leave to see if they have any questions and/or concerns about returning to work. Is the manager following the checklist?