



**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 or initial each bullet point 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 parental 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. \_\_\_\_\_

**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 Responsibility:**

- Go over leave with employee (Disability, FMLA, Salary Continuation, \*Only LIC NY PFL).
- Provide employee with parental leave request forms to be signed by them and their manager and submitted to HR prior to their leave.
- Provide employee and manager with a copy of SMP’s Paid Family Time off Policy.
- Review parental leave documents before employee goes out on leave. Is the manager following the checklist?
- 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.