

Supervisor Resource Series: Leave of Absence

A supervisor's guide to observing and identifying triggers for a leave of absence (FMLA or leave under the Americans with Disabilities Act).

Below are some common things to look for when identifying the need for a leave of absence. The [FMLA Frequently Asked Questions](#) document includes additional information.

- Employee shares a need for time off due to their own serious health condition or disability or the serious health condition of a family member
- Sick or emergency time off of 3 consecutive days or more
- Pattern of spontaneous vacation
- Pattern of calling in sick
- Frequent absences

What do I do now?

1. **Have a conversation with your employee. Reflect your observations** and ask if there are any factors they may be aware of that are causing changes in their attendance or use of time off.



2. Ask the employee if the need for time off is ongoing, based on the information they shared.



3. If employee indicates that absences are due to their own serious health condition or that of a family member, thank the employee for the information and let them know you will connect with Human Resources about next steps.



4. **Connect directly to your [HR Service Delivery Team](#)** in a timely manner rather than passively referring the employee to HR.

DO NOT:

- Ask or pry for information and/or details about your employee's or their family member's health condition(s)
- Contact the employee's health care provider(s)
- Make promises or deals with individual employees outside of the leave request process
- Make changes to position descriptions or workload
- Make discriminatory or harassing statements. [Click here for the official policy statement.](#)

Questions?

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