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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