

## FMLA/non-FMLA/ Bereavement Guidelines for Self Service Leave Entry

- Confirm employee is approved for a leave. FMLA: Supervisor should have received an e-mail from FMLA Source with the leave determination spreadsheet. Non-FMLA leaves – an email will come from UT HR with approval. Please be cognizant of the approval dates.
- If an employee is approved and the time off is within the date parameters as indicated in the determination, the employee is to use FMLA sick leave for FMLA leaves or regular sick time for non-FMLA leave.
- If an employee's FMLA sick leave has been exhausted, the employee is to use FMLA vacation or other Paid Time Off (PTO) if they have any.
- If all paid leave is exhausted, an employee is to use FMLA unpaid leave.
- Once FMLA unpaid leave is selected, an employee is to continue using FMLA unpaid leave. There is a 6-month limit on unpaid leave.
- For Bereavement leave, please ensure an employee provides acceptable documentation showing the bereavement leave was for a covered family member. Please contact the UT Leave of Absence Office with questions about eligibility. Bereavement days are paid out of the sick balance.
- Questions can be directed to the Leave of Absence Advisor at 419.530.1497 or [LeaveOfAbsence@utoledo.edu](mailto:LeaveOfAbsence@utoledo.edu).