

Supervisor Leave/Disability Observation and Action Items

Use this resource tool to check your observations and determine your next steps.



Leave Observation/Triggers:

- Pattern of calling in sick
- Absence of more than 3 days
- Employee disclosure: "My family member is ill and needs my help; my partner is having surgery; I've been missing work because of migraines; I'll need time off for appointments because I hurt my back."
- Out of office response
- Pattern of spontaneous vacation

Supervisor Action Steps:

1. Share observation with employee, for example: "I know you've called in and have been gone for several days."
2. If you know why employee missed work or is missing work, skip to step 3. If not, say: "I wondered why you haven't been able to work; I hope everything is OK."
3. Ask, "Do you think you will need more time off? How long will you be gone?"
4. Say, "Thanks for the information. I need to speak with our HR Rep and I will touch base again with you about next steps."
5. SPEAK WITH HR Rep (alone or with employee) rather than referring employee to HR):
 - Whether absence qualifies for FMLA and if Health Cert is needed,
 - If non-FMLA, check accrual balances incl. prelim VAC/sick report and if zero,
 - Discuss pay/codes that apply to the absence(s).

Accommodation Triggers:

1. You observe a **change in behavior or performance: i.e.;**
 - Quality of work declines
 - Pace of work changes/slows/variable
 - Behavior change; mood swings, memory lapse
 - Tired, low stamina, moody

Supervisor Action Steps:

- a. Share observations and ask if there is anything you know of that might be causing difficulties.
 - b. **If no, document response in medical file** and let employee know to share with you if anything changes in the future.
 - c. **If yes,** thank the employee for the information and say, "Let's talk with our HR Rep about next steps."
 - d. Talk with HR Rep about what paperwork is needed and/or whether to call FSDS.
2. Employee **discloses:**

"I haven't been feeling well, I'm taking new meds; I need LTD; I have (anxiety, depression, trouble sleeping, dizzy spells); I can't do this job anymore because of my back pain, etc.; I shouldn't be climbing ladders because of my health; My doctor says I'll have permanent restrictions after my surgery."

Supervisor Action Steps:

- a. Express appreciation for sharing this information and ask if the employee feels health is causing any difficulties on the job.
- b. **If no, document response in medical file** and let employee know to share with you if anything changes in the future.
- c. **If yes,** thank the employee for the information and say, "Let's talk with our HR Rep about next steps."
- d. Talk with HR Rep about what paperwork is needed and/or whether to call FSDS.

DO NOT: Ask for the type of illness, Make blanket promises; Enter into workload negotiations; Deny accommodation or leave prior to discussion with HR Rep, Make discriminatory statements: "we are unable to have you work here if you are unable to do your job".