



MANAGER'S LEAVE FAQ's

- Should I contact my employee while they are on leave?
 - No. The department should never contact the employee while they are on leave. If there is an urgent matter that must be communicated to the employee, please contact the HR Benefits Team and the information will be relayed to the employee as necessary.
- Is the employee required to work while on leave?
 - No. The employee should not do any work while on leave, nor should they be expected to do so.
- Other employees in the department are concerned about the employee on leave. Can I tell them why the employee is on leave?
 - No. You should always protect your employee's privacy and never disclose personal details about their leave to anybody. Please use the terminology, "Extended Leave of Absence" when discussing this with other colleagues.
- Are employees still required to submit time sheets/leave reports while on leave?
 - Yes. An employee is still technically required to submit their time sheets/leave reports while on leave. However, circumstances may prevent them from doing so - in which case, the supervisor should submit the time sheet/leave report on the employee's behalf by the Payroll deadline.
- Does the employee have to tell me why they have a need for leave?
 - No. The employee is not required to disclose any personal details of their leave and should only inform their supervisor of the need for leave, the start date of leave, and the tentative return to work date, if applicable.
- Can I hire someone while the employee is on leave?
 - Yes. The department can hire a temporary employee on a full time basis for up to 90 days. After 90 days, the temporary employee will need to be switched to part time status. Please contact HR Recruiting for assistance.
- Our department is on a tight budget - is there any budgetary assistance that the University will provide to the department to hire a temporary employee?
 - No. While departments are able to hire a temporary employee during the period that the employee is on leave, this will come out of the department's budget as with any hire.
- My employee is on leave and did not complete the PMP Review - are the employee and supervisor granted an automatic extension or how should I proceed with this employee's PMP Review?
 - No. An employee is not granted an automatic extension to complete the PMP Review and when applicable, the employee and supervisor should complete the PMP Review before the leave begins. If this is not possible, please contact asuccessfulu@american.edu.
- Can an employee on Medical Leave return to work without HR approval?
 - No. The employee will be required to submit a 'Certification to Return to Work' to be reviewed and approved by Human Resources. We will notify you when the employee is cleared to return to work.
- Who should I contact if I need to know the status of my employee's leave?
 - Please contact the HR Leave Team:
 - For Staff: Bryan Brougham - brougham@american.edu
 - For Faculty: Grace McKinnon - mckinnon@american.edu
- My employee has accrued a lot of sick and vacation time - do they need to apply for medical or family leave?
 - Yes. The University is required to comply with Federal and State regulations regarding employee absences. Below are some of these compliance requirements:
 - DC Department of Employment Services (DOES) requires that the University provides employees requesting leave with information regarding DC Paid Family Leave on the first day of their request.
 - The University is required to offer an employee FMLA after three days of absence or one day of inpatient hospitalization.
 - AU policy states that any employee absent for more than 10 business days must be on an approved leave type such as Medical Leave.