

Manager Checklist for Massachusetts Paid Family and Medical Leave (MA PFML)

Prior to the Start of the Leave	
<input type="checkbox"/>	When an employee informs you of the need for MA PFML, refer them to their Leave of Absence Specialist or Local HR contact.
<input type="checkbox"/>	Direct employees to https://hr.harvard.edu/leaves-absence for leave resources, including Harvard’s policies, leave filing instructions, FAQs, checklists and the time-reporting process.
<input type="checkbox"/>	Work with your Local HR partner to make arrangements for coverage.
<input type="checkbox"/>	Ensure employees who use timesheets or PeopleSoft Absence Management have entered applicable paid time off or unpaid time to account for the MA PFML wait period.
<input type="checkbox"/>	Follow the standard protocols for approving the employee’s absences.
During the Leave	
<input type="checkbox"/>	Keep the lines of communication open with your Leave of Absence Specialist or Local HR contact.
Upon Return from Leave	
<input type="checkbox"/>	If you haven’t heard from your Leave of Absence Specialist or Local HR contact, reach out to them on the day the employee returns from leave to confirm their return as planned. Alternatively, your Leave of Absence Specialist or Local HR contact may reach out to you to confirm the employee has returned to work.
<input type="checkbox"/>	If the employee does not return to work as planned, reach out to your Leave of Absence Specialist or Local HR contact to review next steps, if they haven’t contacted you about a change of plans. Alternatively, your Leave of Absence Specialist or Local HR contact may contact you to if the employee’s return to work plans have changed.

When communicating with an employee about their leave what questions can I ask them?

You can:

- Ask how they are doing
- Ask how long they expect to take leave
- Instruct them to work on their leave with their Leave of Absence Specialist or Local HR contact
- Request they let you know if their leave status has changed
- Ask when they expect to return to work and ask them to contact you a few days before their return
- Inform them they can’t return (or send them home) if they do not have the proper return to work documentation

You should not:

- Ask about their medical situation or details around their condition. Do not explore medical information with them, even if volunteered
- Share information with other employees about the employee’s medical or family condition. It is ok to say they are on extended leave
- Speculate or discuss the validity of their leave

Direct your employee to the appropriate resources:

Question Type	Resource
Leave process	Leave of Absence Specialist or Local HR contact
Harvard’s leave policies	Local leave contact or Benefits office
Communications, forms, and pay	Lincoln Financial