

RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Employees

Employees are required to provide the office of Benefits at Human Resources and their direct supervisor of weekly notice of their status and intent to return to work. The notice does not need to include physician's documentation and can be done via email or phone call. The notification needs to be made no later than every Monday at 12:00 pm.

Employees are required to notify the office of Benefits at Human Resources immediately of any change on their return to work date. The notification should include a Medical Release note completed by the primary care physician and needs to be submitted at least two workdays prior to the date the employee is expected to return to work.

Supervisors

Should an employee fail to notify the supervisor on any Monday of their status, supervisors are required to inform the office of Benefits at Human Resources within 3 work days.

Supervisors are required to notify the office of Benefits at Human Resources immediately of any updates on the return to work date of any employee on leave. In no event shall the supervisor allow an employee to return to work if the office of Benefits at Human Resources has not received a proper Medical Release for the employee.

For additional information please contact:

Leave – Human Resources at leave@utrgv.edu

Edinburg: (956) 665 2451
Human Resources-Edinburg
1201 W. University Dr. (MASS 2.126)
Edinburg TX 78541

Brownsville: (956) 882 8205
Human Resources-Brownsville
451 E. Alton Gloor
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