FMLA: Preparation for Leave

Research

Research FMLA to be certain that you understand how it works and how to apply for it. Decide if you want to take all of your time off at once or use it intermittently. If you have questions about how this works, contact someone in Employee Relations at 404-727-7644. Complete all paperwork prior to taking leave.

Instruction Manual

Create an instruction manual for whoever will be handling your job responsibilities while you are out. Make this list as detailed as possible and easy to follow. Be sure to include any necessary dates, times, passwords, etc. After you have created your instructions, provide a copy of the manual (and review it to be sure it is understood) to both the individual covering for you and your supervisor. Keep a copy for yourself and bring it with you while you are out on leave in case you are contacted with any questions.

Finalize Leave Plan

Decide on your leave date(s) and discuss it with your supervisor and HR. Be sure to keep them up to date should you need to make any changes.

Open Line of Communication

Keep the lines of communication open with your boss and anyone covering for you at work. Let your supervisor know if you will be out of the office at all while preparing to go on leave. Provide contact information for how you can be reached while out on leave.

Confirm Eldercare Plans

Research and confirm caregiving responsibilities and plans prior to leave as much as possible. This can be very time consuming and stressful. Start the planning process prior to taking leave. Plans don’t always run smoothly and you may run into glitches such as waiting lists for nursing homes or financial problems.

Educate Yourself on Resources for Aging Adults

The Emory Work-Life Resource Center has compiled a list of resources to help you with elder care issues that you may be responsible for managing. Brown Richards & Associates is the Dependent Care Resource and Referral Service that Emory contracts with to help answer many of your questions as well as provide you with quality referrals.