

FMLA and Extended Leave of Absence Survey

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1. Please provide your contact information here:

First Name (Required)

Last Name (Required)

Title (Required)

City (Required)

State (Required)

Email Address (Required)

2. Total number of employees in city:

3. Would you like a copy of these results? (If yes, they will be emailed to you)

Yes

No

4. Do you have a written policy regarding continuation and/or termination of employment if an employee remains off work after the expiration of FMLA?

Yes

No

5. Under what circumstances do you allow someone to continue to stay out of work upon expiration of FMLA?

6. Do you handle absences beyond FMLA differently if the absence is due to a work related injury?

Yes

No

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If you allow employees to continue to stay out of work upon expiration of FMLA, please address in the following questions in regards to how you handle their benefits:

7. Upon expiration of FMLA, what is your procedure if an employee has not returned to work and they have sick/ vacation time leave available?

8. Upon expiration of FMLA, what is your procedure; if an employee has not returned to work and they do NOT have enough sick / vacation leave available to cover the extension?

9. Upon expiration of FMLA, do you transition the employee to COBRA if they are still out of work?

Yes

No

10. What is the starting and ending date of COBRA? (i.e., first of the month following the change?)

11. Does this include a 2% admin fee?

Yes

No

12. Do you still charge the employee the full (employer plus employee) rates for health insurance?

Yes

No

13. Please explain:

14. When an employee remains on leave after FMLA expires, what happens to them in your payroll system?

15. What is the absolute longest you allow an employee to stay out of work upon expiration of FMLA regardless of sick/vacation balances?

16. Do you hold positions open in the event someone cannot return to work when their FMLA expires?

17. What is your procedure for handling time off for employees who are new and not yet eligible for FMLA? (an example could be pregnancy for an employee who is not yet eligible for FMLA)

18. Do you have any other comments you would like to add that explains how you handle FMLA?