

Return from leave process

Frequently Asked Questions

1. Do I need to complete an electronic Job Database Update Form (eJDUF) to return my employee from leave?

If your employee returns from leave on or after Sept. 1, 2013, you don't need to submit an eJDUF. However, you should ensure the HR Leave Center is aware that the employee has returned to work by asking the employee to call and confirm their return.

2. My employee didn't return on the expected date. What do I do?

You should contact the employee to inquire about return date and remind them of their responsibility to notify the department and Leave Center of changes to their request.

Sample conversation:

“Hi, how are you doing? I'm calling because we were looking forward to having you back today based on the original dates in your leave request. Do you need additional time off?”

If yes:

“You'll need to contact the Leave Center *immediately* to request an extension. Unfortunately, FMLA guidelines can only protect your job based on the dates provided in your original request. This is why it's required to notify the Leave Center or me in advance, if you need additional time off. Call (713) 745-3652 now to speak with someone in the Leave Center so they can assist you. If you have any issues, please let me know.

If no:

“If you don't need an extension, please report in tomorrow (with your medical release if applicable).”

3. My employee returned to work today as scheduled. What do I do?

- Remind them to notify the HR Leave Center immediately that they have returned to work. Also, remind them that failure to do so may result in issues with their pay.
- If applicable, ask if they have a release to return to work. If so, fax their release to the HR Leave Center at (713) 745-8898.
- Follow up on the employee's return status within a couple of days by checking Manager Self-Service to ensure the return from leave has been entered by the HR Leave Center.
- You or your timekeeper/designee should also check the timecard to ensure the LV-FMLA code is not showing on the day of return or thereafter.

4. My employee's timecard hasn't been updated. Who should I contact?

If Manager Self Service hasn't been updated or LV-FMLA is showing on the timecard, notify the HR Leave Center via email at HRLeaveAdmin@mdanderson.org.

5. Does my employee need a medical release to return to work?

Employees who take leave for their own illness and not for leave taken for family members are required to provide a medical release when they return.

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6. What if my employee returns without a medical release?

If your employee was on-leave for their own medical condition, they won't be able to return to work without a medical release. If they arrive without one, it's okay to allow them to call the doctor's office right then and attempt to obtain it by fax. It's better to try to get it than send the employee home.

Sample conversation:

"I'm sorry, but you cannot return from leave until you have a medical clearance that allows you to work. Are you able to call your doctor to obtain one now?"

If you can, see if they can fax a copy now. Otherwise, I'll look forward to you coming back tomorrow with the release. Your absence will be charged to any available paid time off until you the release. Please let me know if you have any questions."

7. What if there are restrictions listed on the medical release form?

If the release has any form of restrictions, be sure to contact your [HR consultant](#) for guidance prior to allowing the employee to return to work, especially if you're not confident that you can accommodate those restrictions.

8. Do I need to complete an eJDUF to return my employee from leave?

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