

SUPERVISOR EXPECTATIONS

1

Advise employee to contact LFG to start an LOA claim if the absence is longer than 5 business days

2

Ask how long does the employee expects to be out, their expected return date, and if there is any pending work requiring attention during their absence

3

Ensure employee's contact information is up to date

4

Mention resources like Employee Assistance Program (EAP) and the Nurse Case Manager at NSU (1-800-868-2500, EXT 47851). *DO NOT* discuss medical information or employ

5

Monitor claims notifications to take appropriate action. Once the employee returns to work, make sure they have a return to work form and submit to OHR at loa@nova.edu