

QUESTIONS THE FML LIAISON SHOULD ASK WHEN INTERVIEWING AN EMPLOYEE

1. Specifics of the leave request
 - a. Who does it concern (the employee or family member)
 - b. What is the need for leave?
 - c. When will leave need to begin
 - d. The duration of the requested leave
 - i. Intermittent
 - ii. Continuous
2. Do you have an open Workers' Comp case?
3. Have you used any FML during the current fiscal year?
4. What are your current leave balances?
 - a. But NOT the reason for absences
5. Personal contact information
 - a. Verify mailing address
 - b. Verify phone number
6. Is anyone authorized to speak in your behalf during incapacity?

QUESTIONS THAT MUST BE AVOIDED

1. What is your age?
2. What is your marital status/family status
3. Anything related to the diagnosis or medical history of the employee
4. Anything about the employee's medications
5. Anything related to disability
6. When did you last see a doctor?
7. Anything about physical or mental health impairments