



# FAQ on Disability Leaves - Supervisors

Supervisors play an important role when one of their employees takes a disability leave of absence. This guide aims to answer frequently asked questions about disability leaves.

## When your employee goes on leave:

### Do:

- Enforce a strict no-work policy
- Minimize communication
- Partner with HR - especially as the employee prepares to return to work
- Plan workload coverage proactively
- Contact HR with any questions

### Don't:

- Assign or expect work, even small tasks, to be completed
- Expect or require email responses
- Allow exceptions without medical clearance
- Share private information
- Pressure employee for an early return

## Frequently Asked Questions

**What are my responsibilities as a supervisor?** You should ensure that your employee is relieved of all work and know that they cannot work at all while on disability.

**Can I contact my employee?** Yes - but only occasionally to supportively check-in or provide return to work coordination. You can copy them on update or announcement emails, but make clear that there is no expectation that they read or respond. Do not assign tasks or ask quick work questions, even if the employee offers to help.

**What is required for the employee to return to work?** A doctor's note clearing them to return to work must be provided to HR and must list any restriction or accommodations needed. HR will guide the return to work process.

**How do I manage their work?** Reassign all responsibilities. You may state that the employee is on leave, but do not share medical or personal information with your team.

