The Family and Medical Leave Act of 1993 (FMLA)

FMLA is intended to allow employees to balance their work and family life by taking reasonable leave for qualifying medical reasons.

What does FMLA do for me? FMLA is a valuable benefit to you as an employee:
- it allows you up to 12 work weeks away from your job for certain family and medical reasons;
- the employer must maintain their regular contribution towards your health insurance premiums while you are on approved FMLA leave; and
- upon your return from approved FMLA leave, you generally must be restored to your original or equivalent position with equivalent pay, benefits, etc.

Eligibility Requirements - to qualify for FMLA, you must:
- be a permanent employee who has been employed for the past 12 months; and
- have worked at least 1040 hours in the past 12 months

Qualifying Reasons for Taking Leave - you may request FMLA for the following:
- the birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- to care for a spouse, son, daughter, or parent who has a serious health condition;
- for a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

In addition, an eligible employee may take up to 26 weeks of FMLA leave in a single twelve month period to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave).

If you meet the eligibility requirements and have a qualifying reason, we are required to designate your leave as FMLA leave. (over)
What do I have to do to request FMLA? To request FMLA, you will need to fill out a "Request for Family and Medical Leave Form," which you may obtain from Human Resources. If the leave is "foreseeable," you should fill the form out at least 30 days in advance. If the leave is unexpected, you or your department may contact our office to let us know of your situation.

What if I can work part-time while I recover, or I don't need a full 12 weeks? Generally speaking, FMLA may be taken intermittently or on a reduced leave schedule. If you will be away from work for 3 or more consecutive calendar days for a qualifying reason, you should fill out a Request for Family and Medical Leave Form, or contact Human Resources. Under FMLA, you are allowed up to 12 work weeks of leave in a 12 month period for qualifying situations.

Do I get paid while I'm on FMLA? You will be required to use any accrued sick leave you have at the beginning of your FMLA leave period. Once you have exhausted your sick leave balance, you may choose to use any annual leave or comp hours that you have accrued. The remainder of any FMLA leave will be unpaid.