



**The following is an overview of the Family and Medical Leave Act of 1993. Please review this information carefully. If you should have additional questions about your rights and responsibilities under this act, contact the Department of Human Resources.**

### **THE FAMILY MEDICAL LEAVE ACT OF 1993**

The Family and Medical Leave Act of 1993 (FMLA) provides eligible employees up to twelve (12) workweeks of unpaid, job protected leave during a rolling twelve (12) month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition;
- or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**The twelve month period will begin on the first day an employee uses Family and Medical Leave and will end three hundred sixty-four (364) days later.**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and must comply with the normal call-in procedures. The employee shall inform their Principal(s) or Department Head(s) of their desire to take such leave. Employees requesting leave for their own serious health condition of the serious health condition of a parent, spouse, or child must complete the appropriate form **Request for Family Medical Leave Certification of Health Care Provider for Employee's Serious Health Condition** or **Certification of Health Care Provider for Family Member's Serious Health Condition** that may be obtained from the Department of Human Resources. Employees requesting leave under the Military Family Leave Entitlements must complete the appropriate form(s) **Certification of Qualifying Exigency for Military Family leave** and/or the **Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave** which may be obtained from the Department of Human Resources. The failure of an employee to provide

the required medical certification will terminate the employee's right to leave and void any leave already taken by the employee.

An employee must substitute any accrued paid sick leave if the requested leave qualifies under the provisions for the use of sick leave, annual leave and/or personal leave before being placed on leave without pay during the time, which has been designated as FMLA.

An employee who takes leave under FMLA shall, upon returning from leave, be restored to the position he/she left, or to an equivalent position. An employee who takes leave for his own serious health condition shall provide Human Resources with certification from the health care provider on the **Physician's Certification of Employee's Return to Work** form that the employee is able to resume work.

An employee taking leave under FMLA shall not lose any benefits accrued prior to taking leave, but shall not accrue seniority or benefits while on unpaid leave.

I have read the above information:

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature