

## FAMILY & MEDICAL LEAVE ACT (FMLA)

FMLA allows 12 weeks of unpaid leave  
For the care of:

- A newly born, adopted, or foster-placed child
- A spouse, child under age 18, or parent with a “serious health condition”
- Your own serious health condition



# Human Resources

## ELIGIBLE EMPLOYEES

- Worked for 12 months for state
- Consecutive months of service not required
- Worked for a total of 1,250 hours in last 12 months
- If employee employed less than 12 months, 12 weeks of Parental Leave allowed



## AMOUNT OF LEAVE ALLOWED

During a 12 month period:

FMLA allows for substitution of paid leave in certain circumstances, including:

- Vacation Leave
- Sick leave
- Short-term disability benefits
- Workers' Compensation leave
- Sick Leave Pool (30 day rule)

# Human Resources

- **Employee Responsibility**

1. Application and Medical Certification
2. Certification includes; Statement of Need, Starting Date and Duration
3. Provide reasonable notice where leave is foreseeable

- **Manager Responsibility**

1. Facilitate approval with Human Resources
2. Approve time entries
3. Collect return to work documentation (Process changing 9/1)
4. Create return to work ePar (Process changing 9/1)