

FAMILY AND MEDICAL LEAVE ACT (FMLA) EMPLOYEE NOTIFICATION INFORMATION

This form has been designed to provide employees with general information regarding the federal Family and Medical Leave Act of 1993 (FMLA). It is prepared as a ready reference only, and is not intended to be definitive either on FMLA or University policies.

What is FMLA?

The federal Family and Medical Leave Act of 1993 provides up to 12 weeks of absence to eligible employees for certain family and medical reasons.

You are covered by FMLA if you:

1. Have worked for the University for at least 12 months; and
2. Have worked at least 1,250 hours in the 12 months preceding your absence.

Reasons for taking leave:

- to care for your child after birth, or placement for adoption or foster care;
- to care for your spouse, child, or parent, who has a serious health condition; or
- your own serious health condition that makes you unable to perform your job.

How does FMLA apply to your absence?

When your absence is covered by FMLA, it will be counted against your annual FMLA leave entitlement (12 weeks in a 12-month period).

To determine if your absence is paid or unpaid, refer to the applicable labor agreement or University policy (HR16, HR34, HRG7, HRG11, HRG18).

During your FMLA leave, you may continue participation in all health insurance programs in which enrolled at the regular employee rate.

What are frequently asked questions about FMLA?

How much notice do I have to give? You should provide at least 30 days advance notice before you need time off. In case of an emergency, you must contact your supervisor as soon as possible.

What medical documentation do I need to provide? Your supervisor will provide you with a medical certification form to be completed by your doctor or health care provider. Your supervisor may require you to provide periodic status reports during your absence. Your supervisor can request a second doctor's opinion (for which the University will pay). If the first and second doctors do not agree, the University can pay for a third opinion. The third opinion will be final.

What counts as a "serious health condition"? In order to qualify under FMLA, you must require hospital care or continuing medical treatment. You can also take time off for prenatal care, severe morning sickness, and recovery from childbirth.

Can I be moved to a different job? During your FMLA leave, your supervisor can switch you temporarily to a different job if pay, benefits and working conditions are the same.

What if my spouse and I both work for the University and we both need to take time off? Each of you can take off up to 12 weeks for your own sickness or if you have a sick spouse or sick child.

For more details, see applicable labor agreement or policy, or ask your Human Resources Representative.