

What is the Family Medical Leave Act?

The Family Medical Leave Act entitles eligible employees of the university to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

How do I become eligible employee for Family Medical Leave?

To be eligible for a Family Medical Leave of Absence (FMLA) an employee must have been employed by the university for at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) months immediately preceding the leave.

What amount of leave am I entitled to under FML?

Eligible employees are entitled to up to twelve (12) workweeks of leave in a twelve (12) month period. In cases where the leave is taken as a military caregiver, up to twenty-six (26) workweeks of leave in a twelve (12) month period may be taken.

What reasons permit FML use and which forms do I need to provide to HR?

Eligible employees are entitled to leave for the following reasons:

- The employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - Complete *Serious Health Condition of Employee Form*
- The birth of a child and care of a newborn within one year of birth;
 - Complete *Birth, Adoption or Placement Form*
- The adoption or placement of a foster child within one year of placement;
 - Complete *Birth, Adoption or Placement Form*
- To care for the employee's spouse, child, or parent who has a serious health condition;
 - Complete *Serious Health Condition of Family Member Form*
- A qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on "covered active duty;"
 - Complete *Qualifying Exigency Military Form*
- To care for a covered service member with a serious injury or illness if the servicemember is a spouse, child, parent or next of kin of the employee.
 - Complete *Ill/Injured Servicemember Form*
- To care for a covered veteran with a serious injury or illness if the veteran is a spouse, child, parent or next of kin of the employee.
 - Complete *Ill/Injured Veteran Form*

What are my responsibilities when requesting FML?

After you complete the appropriate form in its entirety and submit the form to Human Resources, you will receive a notice within five (5) business days either noting that your request has been approved or that further information is required. If further information is requested, you will have fifteen (15) calendar days to provide the requested information. If the information requested is not received within that timeframe, your request for leave will be denied.

What are my rights while on leave?

If you are placed on qualified FML, you must be reinstated to the same or an equivalent job with the same pay, benefits, terms and conditions of employment on your return from the protected FML.

What are my responsibilities while on leave?

While on FML you may be required to furnish the university with periodic report of your status and intent to return to work every thirty (30) days. If the circumstances of your leave change and you are able to return to work earlier than the date approved, you **must** provide a release to return to work from your medical provider indicating the new date of return (if applicable).

If I am approved for leave, how do I pay my benefits if I am not being paid?

If you are out of pay status, you **must contact** the Benefits Office (502-852-3167) to make arrangements to continue your portion of the premium payments on your health insurance to maintain your health benefits. Your health benefits **must** be maintained during any period of unpaid leave under the same conditions as if you continued to work; you may not adjust/cancel your benefits. You will have a thirty (30) calendar day grace period to make your premium payments. If a payment is not timely, your group health insurance may be cancelled; you will be notified fifteen (15) days before the date of that cancellation, or, at our option, the university may pay your share of the premiums during your leave and will recover these payments from you upon your return to work.

What if I need more leave time than I was approved for?

If you have not exhausted the leave afforded to you under FMLA as noted above, you may apply for further leave as a continuation, a recurrence, or an onset of a serious health condition which would entitle you to further leave. You must apply for further leave time five (5) business days before the expiration of your current leave.

What if I need less leave time than I was approved for?

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on this form, you will be required to notify us at least two workdays prior to the date you intent to report to work.