

## ~ FMLA FACT SHEET ~

The leave that you have requested may be for an event that qualifies for leave under the Family and Medical Leave Act (FMLA). This FMLA Fact Sheet explains some of your rights, options and obligations should you choose to take FMLA leave. If you have any questions about FMLA leave or to request FMLA leave, please contact the Human Resources Office.

**What is FMLA?** The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks (480 hours) of unpaid, job-protected leave in any given calendar year, when the employee has a “qualifying event.” To be eligible for FMLA you must have been employed with the state for at least 12 months and worked at least 1250 hours in the past year.

**What is a “Qualifying Event?”** Circumstances for which FMLA leave may be requested include:

- Birth of a child or care for a newborn child
- Placement in your home of a child for adoption or foster care
- Your own serious health condition
- To care for your spouse, child, or parent with a serious health condition

**Do I get paid while on FMLA leave?** FMLA leave is unpaid leave. Unless you have accrued sick or vacation leave to use during the same period of your FMLA leave, you will be in an unpaid leave status.

**Do I have to take FMLA leave?** You may choose to take FMLA leave, but, generally, you do not have to. By taking FMLA leave, your job is protected and the College continues to pay its portion of your health care insurance premiums even during periods of unpaid leave.

**What about my benefits?** The College continues to pay its share of costs related to health insurance benefits during your period of FMLA leave. You must continue to pay for your share of the costs for your health insurance benefits as well as any optional insurance such as dental and life.

**What if I need to be gone only part-time?** FMLA leave may be used intermittently or for a reduced schedule based on a health care provider’s certification. Intermittent leave may not be used for child birth, or adoptive or foster care placement without the approval of College management.

**How do I apply for FMLA leave?** Simply contact your Human Resources. You will need to complete an FMLA application, and your health care provider will need to complete a certification form. Once both the completed forms are received by your Human Resource office, your request will be processed.

This FMLA Fact Sheet is intended only as an informational guide. It does not, nor is it intended to, provide a complete list of your rights, options, or obligations under the Family and Medical Leave Act. To make sure all of your questions have been answered, consult with Human Resources before making any decisions regarding FMLA leave.