Time Away from Work

Family Medical Leave Act

Adopted by President’s Cabinet 3/26/19

Any employee that has been employed on a one-half time or greater basis with 1,250 hours of service during the twelve month period immediately preceding the leave is eligible for up to twelve work weeks of family leave under conditions authorized by the Family and Medical Leave Act. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated comp time, sick leave, and annual leave, the employee is required to submit in respective order the accrued comp time, sick leave, and annual leave for the family medical leave period with the approval of the Chief Human Resources Officer. Exceptions and or restrictions may apply to Worker’s Compensation absences and short and/or long term disability insurance benefits. Family Medical Leave can be continuous or intermittent leave.

Family leave shall be granted to an eligible employee in the event of:

a) the birth of the child of the employee;
b) the placement of a child with the employee for adoption;
c) a serious health condition of the employee’s child, spouse, parent or spouse’s parent necessitating the employee’s presence; or
d) a serious health condition of the employee which renders him/her unable to perform the duties of his/her job.

For further information regarding the Family Medical Leave Act, please click here:

http://www.dol.gov/compliance/laws/comp-fmla.htm#overview
http://www.usg.edu/hr/benefits/family_and_medical_leave_act_fmla