



Frequently Asked Questions About The Family Medical Leave Act

What is the Family Medical Leave Act?

The Family Medical Leave Act of 1993 (“FMLA”) allows employees to take unpaid leave for certain reasons.

Which Employees Are Eligible?

To be eligible for FMLA leave, an employee must meet all of the following requirements:

- Be employed by a covered employer and work at a worksite within 75 miles of which that employer employs at least 50 people
- Have worked at least 12 months (which do not have to be consecutive) for the employer
- Have worked at least 1,250 hours during the 12 months immediately preceding the date FMLA leave begins.



The Company is a covered employer and all of its worksites meet FMLA requirements.

How Much Leave Are Eligible Employees Entitled to Take?

An eligible employee may take up to twelve (12) weeks of job-protected, unpaid leave during any twelve (12) month period.

An eligible employee may take leave in blocks of time that are less than the full twelve (12) weeks on an intermittent or reduced leave basis if it is medically necessary.

When Can Eligible Employees Take Leave?

Eligible employees may take leave for the following reasons:

- Birth or care of the employee’s child, or placement for adoption or foster care of a child with the employee
- Care of an immediate family member (spouse, child, parent) who has a serious health condition
- Care of the employee’s own serious health condition.



What Happens When an Employee Returns From Leave?

An employee who returns from FMLA is entitled to be restored to the same or equivalent job.

When My Employee Gives Me Notice, What Do I Do?

You should advise your Human Resources business partner immediately.

What is the Company Entitled to Require?

The Company has the right to require a medical certification of a serious health condition from the employee's health care provider.

The Company also has the right to require periodic reports during the period of leave regarding the employee's status, intent to return to work, and a certification that the employee is fit to return to duty.

Talk to your Human Resources business partner about the communication process.

Is FMLA the Same Thing As Short-Term and Long-Term Disability Benefits?

No. The Company also offers short-term and long-term disability benefits. These benefits should not be confused with a leave of absence protected by the FMLA.

Short-term disability benefits allow an employee to receive compensation while on an approved FMLA leave. Short-term disability benefits may continue up to 26 weeks. If an employee is unable to return to work after 26 weeks, his or her employment may be terminated. If the disability continues, the employee may be eligible for long-term disability benefits.

Any More Questions? Contact your Human Resources business partner.