FAMILY AND MEDICAL LEAVE ACT (FMLA) FACT SHEET

FMLA LAW AND PURPOSE
The Family and Medical Leave Act became effective in 1993. The purpose of the Act is to help balance the needs of employers and employees in circumstances where employees must take medical leave for their own serious medical conditions, or take leave to care for specified family members.

EMPLOYEE ENTITLEMENT
Eligible employees are entitled up to 12 workweeks of unpaid job-protected absences (FMLA absence) from work during a 12-month period for certain family and medical reasons. Appropriate paid leave, earned by the employee, may be substituted for the unpaid leave.

FMLA DOES NOT PRECLUDE THE USE OF ANY LEAVE, ACCRUED OR DONATED, PROVIDED ALL RELATED REQUIREMENTS ARE MET; NOR, DOES IT GUARANTEE EMPLOYMENT BEYOND THE CONTRACT END DATE.

ELIGIBILITY - To be eligible for the job-protected absence, an employee must:
- have worked for a covered employer at least 12 months, and
- have worked 1250 hours over the previous 12 months.

REASONS FOR USING FMLA - A job-protected absence may be requested for any of the following reasons:
- the birth of a child, and to care for the newborn child;
- placement with the employee of a child for adoption or foster care;
- necessary care for the employee’s spouse, child or parent with a serious health condition, or an adult child who cannot care for himself or herself;
- a serious health condition* that makes an employee unable to perform the functions of the employee’s job; and
- to assist specified family members of covered military members with active duty family leave and/or injured service member leave.

* Serious health condition means absence from work of more than 3 days, or a chronic health condition.

REQUIREMENTS - EMPLOYEES ARE ENCOURAGED TO PROVIDE NOTICE TO THE OFFICE OF HUMAN RESOURCES OF THE NEED FOR FMLA:
- you may contact the Office of Human Resources to obtain forms,
- provide at least 30 days advance notice when the absence is foreseeable,
- submit medical certification to support a request for an absence of a serious health condition, and employer may require second or third opinions and a fitness-for-duty report to return to work,
- provide medical certification within 15 calendar days of your request.

An absence under the Family and Medical Leave Act may be denied if requirements are not met. Should you require additional information and/or forms, please feel free to contact:

Office of Human Resources
Carter-Grant-Wilson Building
1700 E. Cold Spring Lane, Suite 100
Baltimore, MD 21251
443.885.3195