



## **Guidance on Available Leave Options for Employees**

As part of our commitment to supporting employees through various life events, we want to ensure that you are well-informed about the leave options available to you as a manager and/or supervisor, as well as for your team members.

A clear understanding of these options is essential to providing accurate guidance to employees navigating their personal and professional obligations. Below is a detailed overview of the University's available leave programs, encompassing eligibility criteria, critical considerations, and procedural steps for initiating a leave request.

### **Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act provides eligible employees with up to twelve (12) work weeks of unpaid, job-protected leave within twelve months for an absence related to a serious and/or prolonged medical condition for themselves or a family member. While FMLA is unpaid, employees may use their accrued leave to continue receiving their salary. If an employee enters an unpaid status, the University is required to continue paying the employee's medical benefits.

To qualify for FMLA, employees must meet the following criteria:

- Employment at the University for a minimum of **12 months** before the leave request (prior state agency experience is considered).
- A minimum of **1,250 hours** worked in the 12 months preceding the leave request.

Employees are encouraged to contact [Leave@morgan.edu](mailto:Leave@morgan.edu) to confirm eligibility for FMLA. Forms for both the employee and applicable family can be found [here](#).

### **State Leave Bank & Employee-to-Employee Donated Leave**

#### ***Employee-to-Employee Donated Leave***

This program offers additional leave to employees facing a serious and prolonged medical condition after they have exhausted all other forms of accrued leave. With Donated Leave, employees are required to request leave donations from their colleagues.

To qualify for Donated Leave, employees must meet the following criteria:

- Have a **serious and prolonged medical condition**;
- Have **exhausted all forms** of annual, sick, personal, and compensatory leave;
- Provide **sufficient medical documentation** to substantiate the absence for the requested period;
- Have received **less than 2,080 hours of donated leave** (combined from State Leave Bank and Employee-to-Employee donations);
- Must not be a current member of the State Leave Bank
- **Have a likelihood of returning to work.**

Leave requests must be submitted before or during the leave period; requests made after returning to work cannot be granted. To submit a leave donation, employees can use the following link to complete the [E2E Leave Donation Form](#) via DocuSign.

### ***State Leave Bank***

The **State Leave Bank Program** provides additional leave to employees experiencing a serious and prolonged medical condition. The eligibility criteria for the State Leave Bank mirrors those of the Donated Leave program. However, only active members of the State Leave Bank are eligible to request leave donations from this program.

Employees can enroll in the State Leave Bank within 60 days of their hire date or during the annual Open Enrollment period, which typically occurs from mid-October to mid-November. Employees who are currently non-members are notified of their ability to enroll in advance of Open Enrollment via email.

Leave requests must be submitted before or during the leave period; requests made after returning to work cannot be granted.

Employees are encouraged to contact [Leave@morgan.edu](mailto:Leave@morgan.edu) to confirm eligibility and verify their State Leave Bank membership status. Forms to request Donated Leave and submit a Leave Donation can be found [here](#). These forms can also be used to request leave from the State Leave Bank.

## Parental Leave

The University provides paid Parental Leave for up to 60 working days for employees welcoming a child by birth or adoption (up to age six). Parental Leave begins on the date of birth or adoption. To designate leave, employees must provide the first page of the [FMLA Request Form](#) and sufficient documentation, such as a birth certificate or a note from their medical provider confirming the date of birth and parentage.

To qualify for Parental Leave, employees must meet the following criteria:

- Must be a **full-time regular employee and/or full-time faculty**. Full-time and part-time contractual employees are ineligible for this benefit.
- Must have worked at the University for at least **90 days** before the request.

During Parental Leave, employees are required to exhaust their accrued annual and personal leave before receiving paid administrative leave from the University. For instance, if an employee has 20 days of accrued leave at the start of their Parental Leave, they must use those 20 days first, after which the University will provide administrative leave for the remaining 40 days.

If the eligibility requirements for FMLA are met, Parental Leave must run concurrently with FMLA. Employees approved for FMLA can apply accrued sick leave to cover the first 30 days following the birth or adoption. After this initial 30-day period, or once the accrued sick leave is exhausted, Parental Leave will commence, offering additional support for 60 days.

### Guidance on Medical Documentation

Employees who elect not to pursue FMLA, Donated Leave, and/or the State Leave Bank are advised to submit medical documentation supporting their absence. This documentation should specify the anticipated return-to-work date. Should the employee's healthcare provider recommend accommodations or restricted duties upon their return, the employee must consult with the [Office of Diversity and EEO](#) for guidance and assistance.

Additionally, per the University's sick leave policy, employees are **required** to submit medical documentation for absences extending five or more consecutive workdays. Documentation supporting sick leave, bereavement leave, jury duty, and administrative leave should be submitted directly to [Leave@morgan.edu](mailto:Leave@morgan.edu).

## **Notification to Managers and Supervisors**

Upon notification of an employee's leave request, Human Resources will provide detailed guidance regarding available leave options directly to the requesting employee via email. In cases where the employee is incapacitated or otherwise unreachable, this information may be delivered via mail or shared with an authorized designee, such as a spouse or supervisor.

Following the approval of a leave request, a formal designation notice will be issued to the employee, their supervisor, and the relevant director, dean, and/or chairperson. This notice will outline key information, such as the approved leave dates and instructions for completing and approving timesheets throughout the leave period.

In the event an employee reports a medical occurrence and/or has been absent for 5 consecutive workdays or longer, we are obligated to guide FMLA and other available leave options. If an employee has frequent undocumented absences, please contact Human Resources to confirm the employee is on an approved leave designation.

Please encourage employees to contact [Leave@morgan.edu](mailto:Leave@morgan.edu) with any questions or concerns regarding their leave eligibility or the request process.