

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

In accordance with the Family Leave Acts (Public Law 103-3 and Georgia Laws 1992, p. 1855; O.C.G.A. Title 45, Chapter 24), the Board of Regents of the University System of Georgia has adopted a Family Leave policy for university system personnel. This type of leave differs somewhat from other current leave policies at SSU.

The basic provisions of the FMLA policy are as follows:

Available only to employees who have been employed by SSU on a one-half time or more basis for at least 12 months.

Such leave shall consist of up to 12 work weeks of family leave during a 12 month period commencing on the date the family leave begins.

Employees who are eligible for sick and/or vacation leave under institutional or system policies may utilize such leave in addition to FMLA either before or after the unpaid leave is taken.

Eligible employees granted FMLA shall be entitled to be restored to the position of employment held by them when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment, including the maintenance of employee benefits during the period of Family Leave with applicable institutional participation. SSU employees are responsible for paying the employee portion of their insurance premiums during FMLA in order to continue these benefits.

The institutional grievance procedures for both faculty and staff will be available for any employee who desires a hearing of claims and appeals arising from the possible interference with, restraint or denial of the exercise of or the attempt to exercise any right provided by the FMLA.

FMLA will be granted to an eligible employee in the event of:

The birth of the child of the employee.

The placement of a child with the employee for adoption.

A serious health condition of the employee's child, spouse, parent or spouse's parent which necessitates the employee's presence.

A serious health condition of the employee which renders him/her unable to perform the duties of his/her job.

Certification by the appropriate health care provider or practitioner of any of the above events will be required by SSU before granting leave under the FMLA.

A copy of the law (Georgia Laws 1992, p. 1855; O.C.G.A. Title 45, Chapter 24) and the specific policies as set forth by the Board of Regents of the University System of Georgia are available in the Office of Human Resources. Any specific questions concerning the leave provisions or individual concerns or situations should be directed to Human Resources at 356-2180.