



Procedures for Policy # 53022.5

PROCEDURE FOR FAMILY MEDICAL LEAVE ACT LEAVE NOTIFICATION

To ensure that all eligible employees follow procedures when FMLA qualifying event exist.

1. When an employee becomes aware that he/she will need time off from work because of a qualifying event, they should provide notification to their immediate supervisor and the Human Resources Analyst **at least 30 days prior**, unless the qualifying event was not foreseeable.

Qualifying Events

12 work weeks of leave in a 12-month period for:

1. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
2. the birth of a child and to care for the newborn child within one year of birth;
3. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
4. to care for the employee's spouse, child, or parent who has a serious health condition;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

2. The employee shall provide the Human Resources Analyst with the appropriate Certification of Health Provider form and make an appointment with the Leave Specialist, or a representative, in the Payroll Office.
3. The Human Resources Analyst will notify the employee, supervisor, Dean, respective Vice President, Payroll Office, Budget Office and Manager of Employee Benefits of their eligibility status via Grambling State University e-mail. If FMLA leave is intermittent, the employee must notify his supervisor of all pending appointments as soon as the information is received.
4. A copy of each leave form must be submitted to the Human Resources Analyst. The original should be forwarded to payroll and a copy is kept in the departmental employee file.

All employees on more than 12 weeks extended leave from the University should "temporarily" surrender their keys for the protection of University assets and movable property. This process protects the employee against the loss of University keys and protects the security of the University.

NOTE: The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.