Policy 4.73
Family & Medical (FMLA)

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.73 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Leaves of Absence
Effective Date: March 30, 2007
Last Revision: July 03, 2007

Policy Sections:

I. Overview
   II. Applicability
   III. Policy Details
   IV. Related Links
   V. Revision History

Overview

Eligible employees may take up to 12 workweeks of unpaid, job-protected leave under the Family and Medical Leave Act ("FMLA") in a rolling 12-month period for specified family and medical reasons.

Applicability

To be eligible for FMLA leave, an employee must:

- Have worked at least 12 months for Emory (need not be consecutive);
- Have worked at least 1,250 hours for Emory over the preceding 12 months (these hours must be actual hours worked, not to include holidays, sick leave and vacation leave); and
- Work at a location where there are at least 50 Emory employees within 75 miles.

Policy Details

REASONS FOR LEAVE

FMLA leave may be taken for the following reasons:

- Birth of the employee's child, or to care for the employee's newborn child;
- Placement of a child with the employee for adoption or foster care;
- To care for an immediate family member (employee's spouse, same-sex domestic partner, child, or parent) with a serious health condition; or
  - NOTE: The term spouse as set forth above may include an employee's same-sex domestic partner to the extent that this individual is otherwise covered by our benefits policy.
  - NOTE: Definition of a child is 18 years or younger, or a child with a physical or mental disability that renders them incapable of self-care.
- Because of the employee's serious health condition which makes the employee unable to perform the functions of the employee's job.

NOTE: If the employee is on FMLA leave to care for a family member with a serious health condition and the family
member dies during the FMLA leave, the FMLA leave ends at that time.

Employees are not eligible for FMLA leave from Emory University if they are employed by another organization.

**DURATION OF LEAVE**
Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12- month period, measured backward from the date that any FMLA leave is to be used. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

**EXAMPLE FOR 12-MONTH ROLLING PERIOD**
If an employee has taken 8 weeks of leave during the past 12 months, an additional 4 weeks of leave could be taken. If an employee used 4 weeks beginning February 1, 2006, 4 weeks beginning June 1, 2006, and 4 weeks beginning December 1, 2006, the employee would not be entitled to any additional leave until after February 1, 2007. However, beginning on February 1, 2007, the employee would be entitled to 4 weeks of leave, on June 1, 2007, the employee would be entitled to an additional 4 weeks, etc.

Eligible employees may take FMLA leave intermittently (in blocks of time), or by reducing their normal weekly or daily work schedule, when medically necessary for their own or an immediate family member's serious health condition. Intermittent or reduced schedule leave is not permitted for birth of a child, to care for a newborn child, or for placement of a child for adoption or foster care. Employees who require intermittent leave or reduced-schedule leave must try to schedule their leave so that it will not disrupt the department's operations.

If the employee and his/her spouse are employed at Emory, they are limited to a combined total of 12 workweeks of FMLA leave if the reason for the request is for the birth and care of a newborn child, foster care placement or adoption of a child. However, for other qualifying reasons under FMLA, each eligible spouse is entitled to 12 workweeks.

**USE OF ACCRUED PAID LEAVE**
Employees who are granted FMLA leave must use any applicable accrued paid leave beginning with the effective date of the leave. Upon exhaustion of any applicable paid leave, the remainder of any FMLA leave will be unpaid. The combination of paid and unpaid FMLA leave will not exceed 12 workweeks in any 12-month period. If the employee continues to be medically unable to work beyond the 12 weeks allowed by FMLA, the employee may request and be approved for medical leave and allowed to continue using accrued leave, however this will not be counted as FMLA leave. Employees do not accrue leave benefits while on unpaid leave.

**EXEMPT EMPLOYEE**
If an exempt employee is on Family and Medical Leave of Absence (FMLA), the employee will be paid for actual hours worked on a reduced or intermittent leave. Hours not worked on an intermittent or reduced leave will be charged against an employee’s leave balance or will be leave without pay. Thus, employers can ‘dock’ the pay of otherwise-exempt, salaried employees for FMLA leave taken for partial day as well as full day absences.

**STAFF AND PRINCIPAL EMPLOYEES**
Employees on leave for the care of a child, spouse, same-sex domestic partner, parent or his/her own serious health condition must use unused sick leave at the commencement of FMLA leave. The amount of sick leave allowed will be based on the period of time indicated per the health care provider’s statement. Employees must then use vacation leave, floating holidays and accrued holiday leave. Only when all applicable paid leave has been used will the balance of the FMLA leave be unpaid leave.

Employees on leave for care of a newborn child or adoption or placement of a foster child must use unused vacation leave, floating holidays or accrued holiday leave. Only when all applicable paid leave has been used will the balance of the FMLA leave be unpaid leave.

**FACULTY**
Faculty requesting FMLA leave must refer to the dean of their school or college for guidelines and processing.

**MAINTENANCE OF HEALTH, DENTAL AND LIFE INSURANCE BENEFITS**
While on paid leave, benefits premiums will be deducted from an employee’s paycheck.

While on an unpaid leave, the employee will be responsible for submitting payment for premiums before or on the date specified by Human Resources. If an employee does not pay the required contributions, coverage will be canceled. However, the employee will be given 15 days notice before coverage is canceled. For those employees who return from FMLA leave, Emory may elect to recover any employee share of contributions paid by Emory for maintaining coverage(s) for the employee while on FMLA leave to the extent permitted by law.

Employees who elect not to continue participation while on FMLA leave must notify Human Resources to cancel the coverage. **If employee elects not to continue coverage during leave, the employee must be restored to coverage immediately upon reinstatement.**
An employee on family leave may elect to continue participation in optional health, dental, life and BeneFlex plans for the duration of the FMLA leave and the employee will be responsible for paying his/her share of the contribution.

**RETIREMENT PLAN/DISABILITY**
In accordance with Emory’s written retirement policy for employees on leave without pay, eligibility for both Emory and the employee retirement contributions will cease during the FMLA leave without pay. Eligibility for disability insurance will continue; however, the employee has to pay the COLA portion of the Long-Term Disability coverage. Paying the required premiums will continue Short-Term Disability.

**COURTESY SCHOLARSHIP/TUITION REIMBURSEMENT**
Eligibility for participation in the Courtesy Scholarship or Tuition Reimbursement programs will continue during the FMLA leave.

**JOB RESTORATION**
Upon returning from FMLA leave, eligible employees normally will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Exceptions are permitted when the original position is abolished during the FMLA leave due to reduction in force, reorganization, or if the employee would not otherwise have been employed even if leave had not been taken.

**NOTICE AND MEDICAL CERTIFICATION**
When seeking FMLA leave, employees may be required to provide:

- 1. Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave;
- 2. Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before the employee's leave begins, or if not possible, within 15 days of the department's request to provide the certification. If the employee fails to do so, Emory University may delay the commencement of the employee’s leave or withdraw any designation of FMLA leave, in which case the employee’s leave of absence would be unauthorized, subjecting the employee to discipline up to and including dismissal. Second or third medical opinions and periodic re-certifications may also be required;
- 3. Periodic reports as deemed appropriate during the leave regarding the employee’s status and intent to return to work; and
- 4. Medical certification of fitness for duty before returning to work, if the leave was due to the employee's serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave or reinstatement from leave.

**FAILURE TO RETURN AFTER FMLA LEAVE**
Any employee who fails to return to work as scheduled after FMLA leave may be subject to dismissal from employment. Employees who exceed the 12-week FMLA entitlement without extension(s) of their leave approved under other appropriate leave provisions, may be subject to dismissal from employment.

**LIMITED NATURE OF THIS POLICY**
This policy is intended to provide only those leave benefits and protections required by FMLA.

**ADMINISTRATIVE PROCEDURES**
A Human Resources Action Form (HRAF) must be submitted to Human Resources when an employee is on paid and unpaid FMLA. The department is responsible for attaching the Leave of Absence Request Form, FMLA Notice and Designation Form and supporting documentation explaining the reason for FMLA. Forms are available in Human Resources and on the web site at [http://emory.hr.emory.edu/forms.nsf](http://emory.hr.emory.edu/forms.nsf).

**DEPARTMENT FMLA NOTICE AND DESIGNATION FORM**
Supervisors should consult with Human Resources immediately upon learning of the employee’s request (verbally or in writing) for FMLA leave or of an absence that may qualify for FMLA leave.

FMLA has strict requirements for providing notice to employees concerning FMLA rights and entitlements: 2 to 3 business days upon learning of the need for leave if practicable.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.73](http://policies.emory.edu/4.73)
- [HRAF Form](http://emory.hr.emory.edu/forms.nsf)
Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.