

## **10.6 FAMILY AND MEDICAL LEAVE**

In accordance with federal law, employees are eligible for family and medical leave after twelve (12) months of employment and provided the employee has performed at least 1250 hours of work during the previous 12-month period. (Full-time faculty is deemed to meet the 1250-hour requirement.)

All eligible employees are entitled to a total of twelve (12) workweeks of leave during the 12-month period for one or more of the following reasons:

- a. the birth of a child and to care for the newborn (Reason 1);
- b. the placement of a child with the employee for adoption or foster care (Reason 2);
- c. to care for the employee's spouse or domestic partner, parent, child (defined as a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in the place of a parent)

the worker's compensation absence is not unpaid leave, the provision for substitution of accrued paid leave is not applicable.

**C. Intermittent Leaves and Reduced Leave Schedules**



1. Leave Entitlement

The changes to FMLA provide for two (2) new instances in which an eligible employee can qualify for FMLA leave:

- a. Because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation;
- b. If the employee is the spouse, son, daughter, parent, or next of kin of a covered service member, to care for the service member who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or on the temporary disability retired list for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating.

2. Duration of Military Families (FMLA)

The College's existing FMLA policy defines the FMLA year used (FMLA Year).

When Leave is Due to a "Qualifying Exigency" An eligible employee may take up to a total of twelve (12) workweeks of leave during the FMLA Year for this and any other reasons set forth in the existing FMLA policy.

When Leave is to Care for an Eligible Service Member An eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for the eligible service member. Leave to care for an eligible service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) workweeks in a single twelve (12) month period. There are also limitations if both spouses are Southern State Community College employees. If leave to care for the eligible service member is not exhausted during the FMLA Year and would extend into the next FMLA Year, contact the Department of Human Resources

**NOTE:** Military Families FMLA runs concurrently with other leave entitlements as set forth in the existing FMLA policy or as provided by federal, state or local law.

**I. Extended Leave of Absence**

A full-time (non-faculty) employee may be granted a personal leave for the purpose of gaining experience or expertise in his/her field, for advanced study, for long-term me

