Official Policies and Procedures of the Utah State Office of Education and the Utah State Office of Rehabilitation

Effective/Revision Date: 5/9/2011 Page: 1 of 2

Policy Title: Family and Medical Leave Act

Purpose: This policy has been written to assist employees who may qualify for Family and

Medical Leave (FMLA).

Authority Reference: R477-7-15

POLICY

It is the policy of this agency to provide FMLA benefits in accordance to DHRM Business Practice and Rule R477-7-15. FMLA leave is unpaid leave. Unless you choose to use your own accrued leave during the same period of your FMLA leave, you will be in an unpaid leave status. FMLA may be used for a birth or adoption of a child, placement of a foster child, a serious health condition of the employee, or care of a spouse, dependent child, or parent with a serious medical condition. To qualify, the employee must have worked at least 1,250 hours in the previous calendar year and have been employed by the state for at least one year.

PROCEDURES

Application for FMLA should be submitted to the HR FMLA Coordinator 30 days prior or as soon as possible for foreseeable FMLA needs. The application date will generally be used as the FMLA starting date for immediate needs. The starting date for FMLA for untimely applications may be delayed.

After completing the application, applicants have 15 days to return the medical provider information. Applicants may receive notice of FMLA eligibility but will not have leave designated as FMLA until the medical provider information and all paperwork is received and approved by the FMLA Coordinator. The employee and their supervisor will be notified of approved designated FMLA leave.

Employees are responsible for keeping their supervisor informed of their working and potential working schedule. Employees are responsible to appropriately fill out their time sheet with accurate FMLA leave designations. Employees are responsible to inform the FMLA Coordinator of any changes in their designated FMLA leave.

APPROVED FORMS

FMLA forms are available in the HR Compliance section of our http://schools.utah.gov website and employeegateway.utah.gov. A copy of the Application, Rights and Responsibilities, and the Fact Sheet are attached: