



OHIO UNIVERSITY

Human Resources

TO: All Ohio University Employees

FROM: Linda L. Lonsinger, Interim Assoc. VP for Finance & Administration for HR

RE: Family and Medical Leave Act

DATE: October 8, 2008

This memo is a reminder of the benefits provided to you by the Family and Medical Leave Act (FMLA). The FMLA provides for up to 12 weeks leave for birth/adoption of a child, a serious health condition experienced by you or a member of your immediate family, or for qualifying exigencies of a spouse, qualifying domestic partner, child or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces during a war or national emergency. FMLA provides for 26 weeks leave to care for a spouse, qualifying domestic partner, child, parent or nearest blood relative who has suffered a serious injury or illness while on active duty in the Armed Forces.

The FMLA coordinates with leaves of absence benefits historically provided by the University. The University currently provides more leave than required by the FMLA, but the law is unique in two ways. First, an employee who requests Family Medical Leave must be deemed eligible for coverage under the FMLA. If the employee is deemed eligible (meets FMLA eligibility requirements and has a verified qualifying event), approval is not at the discretion of the department head. Second, the use of leave provided by the FMLA cannot be considered when evaluating an employee's attendance record for purposes of employment decisions (performance evaluation, promotion, or discipline.)

To request a Family Medical Leave or other type of leave, you are encouraged to refer to the university policy and procedure manual – 40.054, 40.033, and 41.128, or contact the Records department of University Human Resources, at 740-593-2096 or 740-593-1650.

Determining what leave requests are FMLA leave is tied to definitions of a birth/adoption event, serious health condition, immediate family, eligible employee, and, when applicable Armed Forces status.

Birth/Adoption - During the 12 months following the birth, adoption, or foster care placement of your child, you may request a leave.

Serious Health Condition - Inpatient care at a hospital, hospice, or residential treatment facility or outpatient care requiring continuing treatment by a health care provider. Medical certification is required.

Immediate Family - Spouse, parent, or child.

Eligible Employee - Any employee with 12 months of cumulative service having worked 1,250 or more hours in the preceding 12-month period.

University Human Resources continues to work with the various employee groups to amend current policies and handbooks to reflect the FMLA. Please check University Human Resources' website for on-line FMLA manual and FMLA forms.

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