

# WHAT IS FAMILY AND MEDICAL LEAVE - FMLA



The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with unpaid, job-protected leave for specific family and medical reasons. It allows employees to take necessary time off while maintaining job protection and health benefits.

## What does it cover?

Eligible employees may take up to 12 weeks of leave for:

- Your own serious health condition
- Caring for a spouse, child, or parent with a serious health condition
- Birth of a child and bonding time
- Adoption or foster care placement
- Certain military-related needs

Up to 26 weeks may be available to care for a covered service member.

## How do I apply?

If you believe you qualify:  
Contact Human Resources as soon as possible

HR will:

- Provide required FMLA forms and paperwork
- Explain your rights and responsibilities

Important:

- Provide 30 days' notice when the leave is foreseeable

## What is required?

To qualify, employees must:

- Work for the company for at least 12 months
- Have worked at least 1,250 hours in the past 12 months
- Work at a location with 50+ employees within 75 miles

## How is it calculated?

Your available FMLA leave is calculated using a "rolling" 12-month period measured backward from the date you use any FMLA leave.

What this means:

- Each time you take FMLA leave, we look back 12 months from that date
- Any FMLA leave used during that time is subtracted from your 12-week total
- The remaining balance is what you have available

This prevents stacking multiple 12-week periods back-to-back.