

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

4104 FAMILY & MEDICAL LEAVE

Purpose

Family and Medical Leave Act is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

Definitions

- I. Family and Medical Leave Act (FMLA): A federal act in which an eligible employee is allowed an extended leave from work for family and medical reasons each calendar year.

Policy

- I. In accordance with FMLA, the reasons for permitting an extended unpaid leave for up to 12 work weeks are limited to the following: for the birth and care of the newborn child of an employee;
 - A. for placement with the employee of a child for adoption or foster care;
 - B. to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
 - C. to take medical leave when the employee is unable to work because of a serious health condition.
 - D. A military qualifying exigency arising as a result of a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.
- II. Employees are eligible for leave if
 - A. they have been employed at least 12 months,
 - B. at least 1,250 hours over the past 12 months, determined according to FLSA principles for determining compensable hours or work.
- III. Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.
- IV. Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt Entheos operation. If FMLA leave is for

4104 Family & Medical Leave

birth and care, or placement for adoption or foster care, use of intermittent leave is subject to Entheos Executive Director approval.

- V. Under certain conditions, employees or employers may choose to “substitute” (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the Entheos normal leave policy.