

## Notice of Family and Medical Leave Usage and Obligations

If you have at least 12 months of state service and have worked for the state at least 1,250 hours in the past 12 months, you are entitled to 12 weeks of Family and Medical Leave during the fiscal year. If the leave you have requested (whether sick leave, annual leave, or other paid or unpaid leave) is due to one of the following reasons, this leave will count toward your entitlement for Family and Medical Leave during this fiscal year:

- Birth of a child,\*
- Placement in your home of a child for adoption or state-certified foster care,\*
- Your serious health condition (illness, injury or pregnancy), or
- To care for your spouse, child or parent who has a serious health condition.

If you are applying for leave for one of these reasons, you must use all available paid leave before taking unpaid leave. However, you may only use paid sick leave for situations that are normally eligible for sick leave.

You must provide the usual medical certification required for sick leave and/or the sick leave pool if you are taking paid leave due to your own serious health condition or the serious health condition of your spouse, child or parent. If you are taking unpaid leave for a serious health condition, you must provide medical certification using a Medical Certification Form, available from the Human Resource Services office or online at [sago.tamu.edu/shro/Forms/106.pdf](http://sago.tamu.edu/shro/Forms/106.pdf). This should be provided within 15 calendar days of the Human Resource Services office's request for a medical certification for unpaid leave. If you do not provide proper medical documentation within the time required, your leave will not be covered by FMLA.

While you are on paid leave, your benefit coverages will continue and any premiums you normally pay for coverage will be deducted from your pay. If you take unpaid FMLA leave for one of the reasons stated above, the state will continue to pay its contribution toward your health coverage (or your optional coverages if you do not have System health coverage but certify that you have other health coverage). However, you must continue to pay your share of premiums or some or all of your benefit coverages will end. Only those benefits **fully** paid for by the state contribution will continue if you do not pay your share of benefit premiums. You will receive a bill for these benefits each month while you are on leave. You must pay the premiums within 30 days of the due date shown on the bill, or your coverage will end as of the last day of the last month for which premiums were fully paid.

If your leave is due to your serious health condition, you may be required to present a fitness-for-duty certificate from your doctor before you can return to work.

If you take a leave for one of the reasons stated above, you will be reinstated to your job or a similar job when you return from leave, unless you would not otherwise have been employed at that time.

Your supervisor will determine how often you will be expected to check in while on leave to inform him/her of your status and expected date of return. If your expected date of return changes, you must inform your supervisor of your new anticipated return date within two work days. You may be asked to provide a recertification of your (or a family member's) medical situation each 30 days while you are on a leave due to a serious health condition.

### **\*Parental Leave**

If you are taking leave due to the birth of a child or adoption or placement for foster care of a child younger than 3 years and you are not eligible for Family and Medical Leave, you may take up to 12 weeks of parental leave instead. You must use all available paid leave before taking unpaid leave. During unpaid leave, you will **not** receive the state contribution for your benefits, but you may continue coverage by paying the premiums. You will be billed each month, and you must pay the premiums within 30 days of the due date shown on the bill or your coverage will end.

Contact Human Resource Services at 458-6160 if you have questions about FMLA, parental or other types of leave.