

[S.T.E.P.] HR Tips: FMLA Leave – a good thing!

Did you know that the Family Medical Leave Act (FMLA) is a federal law that protects your job when you need it the most? Before this law was passed in 1993, employees could risk losing their job if they took extended leave due to:

- their own serious health condition or to care for an immediate family member with a serious health condition,
- the birth, foster care, adoption, or care of a newborn child, and
- their spouses, sons, daughters or parents receiving a notice of “an impending call or order to active duty in the Armed Forces.”

With the FMLA, employers must allow eligible employees to take up to 12 weeks of job-protected leave. Since FMLA leave is not a separate bank of leave available for employees to use, it is taken using an employee’s accrued leave hours (both sick and annual leave) or without pay.

So, the next time your supervisor or one of the Libraries’ HR staff asks you to complete a Family and Medical Leave Request form, remember FMLA leave is a good thing!

For more information and/or to access FMLA forms, please visit the University System of Georgia’s FMLA guide (<http://www.usg.edu/employment/benefits/fmla/>).

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HR Tips is brought to you by the Libraries’ Human Resources department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to libjobs@uga.edu. To view past HR Tips go to <http://www.libs.uga.edu/humres/hrtips/index.html>.

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