SUBJECT: Family and Medical Leave of Absence

Purpose: To provide guidelines for handling requests for time off connected with childbirth or care of a newborn, placement for adoption or foster care, serious health condition of an employee, or an employee's spouse, child or parent.

Upon formal request, the University will grant a leave under the Family and Medical Leave Act (FMLA) for up to 12 work weeks for any given 12-month period. Any employee who has been employed at the University for at least 12 months and has worked at least 1250 hours during the previous 12-month period is eligible for FMLA leave.

PROCEDURE: Guidelines 605.1