

## **POLICY NO. 605**

### **Area: Human Resources**

Adopted: May 14, 1999

*Original signature is on file in  
Office of General Counsel*

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Certified By:

Dr. Adolphus Andrews  
Vice President  
Administration and Finance

Revisions Approved

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### **SUBJECT: Family and Medical Leave of Absence**

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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](#)