Policy:	Policy Number:
Responsible for Policy: <u>Human Resources</u>	Approval Date: May 2010
Most recent review: Fall 2012	Date of most recent revision (if applicable): N/A

In compliance with the provisions of the Family & Medical Leave Act (FMLA), Finger Lakes Community College will grant up to 12 weeks of unpaid leave to eligible employees for circumstances specified by the FMLA:

- (1) To care for the employee's child after birth, placement for adoption or placement for foster care
- (2) To care for the employee's spouse, son/daughter or parent who has a serious health condition
- (3) For a serious health condition that makes the employee unable to perform the employee's job

## Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support Gm02Clgemedu36(op12(s(N)4a)334or)-4m)38du36(u)-62(u)4in)4)-8(ir35 1 1

Employees are not obligated to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College

have worked at least 1,250 hours during the previous 12 months. During FMLA leave, FLCC must maintain the work.

Employees may choose or the College may require use of accrued paid leave while taking FMLA leave. In order t

Employees must provide the College with a minimum of 30 days notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as -in procedures.

Employees must provide sufficient information for the College to determine if the leave qualifies for FMLA protection and the anticipated timing and duration of the leave. The College is obligated to inform the employee requesting leave whether they are eligible under FMLA. If the employee is not, the notice must

rights and responsibilities.

FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

The College will not tolerate retaliation against any employee because he/she requested or used FMLA leave or complained in good faith under this policy. Any individual who feels he/she has been discriminated or retaliated against due to his/her request for or use of FMLA leave should use the reporting procedures set forth in the

Non-Harassment/Non-Discrimination policy.