

# Family Medical Leave of Absence (FMLA)



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<b>What is FMLA?</b>	<p>The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:</p> <ul style="list-style-type: none"><li>• The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;</li><li>• To care for a spouse, son, daughter, or parent who has a serious health condition;</li><li>• For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or</li><li>• For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.</li></ul> <p><a href="#">Fact Sheet 28A: Employee Protections under the FMLA</a>, and <a href="#">Fact Sheet 28M: The Military Family Leave Provisions under the FMLA</a>.</p>
<b>Do I qualify?</b>	<p>In order to qualify for the protections of the FMLA you must:</p> <ul style="list-style-type: none"><li>• Have worked for Borland Groover for at least 12 months</li><li>• Have worked at least 1,250 hours in the last 12 months</li></ul>
<b>FMLA Rights and Responsibilities</b>	<p>For a description of employee rights and responsibilities under FMLA for employees, visit the <a href="#">FMLA Employee Guide</a>.</p>
<b>How do I request FMLA?</b>	<p>Employees must provide notice of their need for FMLA leave as soon as practicable under the circumstances.</p> <ul style="list-style-type: none"><li>• Contact Human Resources to begin the leave claim process.<ul style="list-style-type: none"><li>○ When the need for FMLA leave is foreseeable, an employee must indicate when and how much leave is needed.</li></ul></li><li>• In addition, the employee must give notice to his or her manager.</li><li>• Employees are not required to specifically mention the FMLA reason, but should provide enough information for the employer to know that the leave may be covered by the FMLA.</li></ul>
<b>Medical Certification Form</b>	<p>Upon notification of the leave, HR will provide you with the 'Certification of Health Care Provider' form which needs to be completed by the employee's health care provider. This form ensures that the employee's or family member's applicable health condition is valid.</p> <ul style="list-style-type: none"><li>• If the employee does not provide the certification, Borland Groover may deny the employee's request for FMLA leave.</li></ul>

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