


April 27, 2011

TO: Southern University System Employees

FROM: Trisha Wright, Director 
Human Resources Department

SUBJECT: Request for Leave of Absence under the Family and Medical Leave Act

To ensure uniformity within the Southern University System and conformance with the law, enclosed are the documents that should be completed by an employee and his/her medical provider when requesting leave under the Family and Medical Leave Act (FMLA). The law and University policy allows an eligible employee up to twelve (12) weeks of unpaid leave per year for the birth, adoption or receipt through foster care of a child; the care of a seriously ill child, spouse or parent; or because of an employee's own qualifying illness. The FML also provides special provisions for the families of military service members (See website below for details). The Southern University System calculates FML using the 12-month period measured forward from the date of the first FMLA leave usage.

The following criteria must be met for leave under FMLA to be granted: (1) The employee must have been employed by the same employer for at least twelve (12) consecutive months preceding the leave; and (2) worked at least 1,250 hours during the twelve (12) months preceding the leave. The State of Louisiana is considered a single employer. Paid leave may be allowed by the employer when the employee has accumulated leave. Leave under FMLA does not commence until all required documents and approvals are received. Once documentation is in order, leave may be retroactive.

If you have any questions, please contact the Human Resources Department at 771-2680.

FML forms are available on the HR website @ www.subr.edu/humanresources/downloadableforms.htm
More on FMLA regulations can be found @ <http://www.dol.gov/compliance/topics/benefits-leave-FMLA.htm>

Note: Falsification of medical documentation will result in termination of employment

TW

Attachments

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