



What is Family/Medical Leave?

Family/Medical Leave provides qualified employees with up to 12 weeks of leave in a 12-month period for a military qualifying exigency, 18 weeks of leave in a 12-month period for qualified medical leave, or up to 26 weeks of leave in a single 12-month period to care for the service member. It also requires that the employee's group health benefits be maintained during the leave.

Family/Medical Leave is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

The Family/Medical Leave Policy makes available to eligible employees up to 18 weeks of unpaid leave in a 12-month period for the following reasons:

- For the birth of the employee's child or for placement of a child with the employee through adoption or foster care;
- When the employee is needed to care for the employee's child, spouse, or parent who has a serious health condition;
- When the employee is unable to perform the functions of his or her job due to a serious health condition.

Qualifying Reasons (military):

- Exigency Leave - Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an eligible employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. The employee is entitled to up to 12 weeks of leave during a 12-month period.
- Military Caregiver Leave - Care of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty if the eligible employee is the spouse, son, daughter, parent, or next of kin. The employee is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

If you have questions about whether you qualify for family/medical leave, please contact [Human Resources/Risk Management Office](#).