

## FAMILY AND MEDICAL LEAVE ACT FACT SHEET

### REASONS FOR TAKING LEAVE

Unpaid leave must be granted for any of the following reasons:

- For the employee’s own serious health condition
- To care for the employee’s spouse, adult designee, child, dependent child of an adult designee or parent with a serious health condition
- To care for the employee’s child after birth or placement of a child for adoption or foster care
- For a qualifying exigency for Military Family Leave
- Military Caregiver Leave

### ELIGIBILITY

Employees are eligible for FMLA if they have worked for Salt Lake County:

- 12 months, which does not need to be consecutive, and
- Worked 1,250 hours during the last 12 months (hours worked does not include any type of paid or unpaid leave except military leave as provided by USERRA).

### NOTICE AND MEDICAL CERTIFICATION

- Employees must request FMLA leave at least 30 days in advance of a foreseeable event or following Agency call-in procedures or as soon as practical if unforeseeable.
- Employees are required to provide medical certification to the Administrator to support the leave request.

The request for FMLA leave may be denied if these requirements are not met.

### LENGTH OF LEAVE

- 12-weeks of unpaid leave for family, medical, or military exigency during any 12-month period.
- 26-weeks of unpaid leave in a single 12-month period to care for Military Caregiver leave.

### IMMEDIATE FAMILY

#### Family, Medical and Military Exigency Leave:

- Spouse
- Child
- Parent / Step-Parent

#### Military Caregiver Leave:

- Spouse
- Child
- Parent / Step-Parent
- Next of Kin

#### Does not include:

- Parent in-law
- Child age 18 or older unless they are ‘incapable of self-care’ due to a mental or physical disability that limits one or more of the ‘major life activities’ under the ADA

### BENEFITS & PROTECTIONS

- Health Insurance: the employee is required to pay the same premium or cafeteria payroll deduction normally paid.
- Upon reinstatement, employee is restored to the original or an equivalent position.
- Use of FMLA cannot result in the loss of any employment benefit

### FOR ADDITIONAL INFORMATION

Access the Employee Connect website or call Human Resources at 385-468-0564