Under the Family and Medical Leave Act of 1993, the university provides up to a total of twelve weeks (480 hrs) unpaid leave during a twelve month period for eligible employees experiencing qualifying family or medical events.

Who is eligible?
To be “eligible,” employees must have at least twelve months of State of Texas employment, and have worked at least 1,250 hours during the twelve-month period prior to the requested leave.

What events may qualify?
“Qualifying family or medical event” includes
- birth of and care for a newborn child,
- placement of a child for foster care or adoption,
- The employee’s own serious health condition,
- care for the employee’s spouse, child or parent with a serious health condition.

“Serious health condition” may include any period the employee is not able to work connected with
- inpatient care in a hospital (overnight),
- a health condition lasting more than three consecutive days that also includes
  - treatment two or more times by a healthcare provider,
  - one treatment by a healthcare provider with a continuing regimen of treatment,
- pregnancy or prenatal care,
- a chronic serious health condition requiring periodic visits to a healthcare provider, and potentially involving occasional episodes where the employee is not able to work (for example, chronic asthma or diabetes).

What does the FMLA do?
The FMLA provides two benefits to the employee:
- **Job protection**—Employees returning from Family and Medical Leave (FML) are restored to their original (or an equivalent) position.
- **Insurance coverage**—During months an employee is on FML, the university continues to pay the employer’s portion of the health insurance premiums (the “premium sharing” amount), even if the employee is placed on LWOP.

The FMLA does not provide paid leave. An employee who has exhausted all available paid leave will be placed on LWOP.

Special types of FML and other related leave

**Interruption and reduced schedule FML**
FML may be approved for intermittent absences or a reduced schedule, when medically necessary. Employees should request intermittent or reduced schedule leave when applying.

**Specific, prior departmental approval is required for parental FML to be taken intermittently.**

**Military Family Leave**
Eligible employees with an immediate family member called to active duty in the military may qualify for FML to address certain qualifying exigencies.

The FMLA also includes a special entitlement of up to 26 weeks of leave to care for a qualifying service member injured in the line of duty.

**Parental Leave**
Employees who do not meet FMLA eligibility requirements may qualify for unpaid leave under the university’s Parental Leave policy for childbirth or adoption.

**Leave of Absence**
Employees who are medically unable to return to work after FML ends should apply for a Leave of Absence (LOA). This is the next step for individuals who have exhausted the maximum FML period. Also, an employee who is not eligible to apply for FML or Parental Leave should apply for a LOA.

LOA is approved at the department level, with recommendations from the supervisor and DHFS HR.

Electronic Timesheets
- Sick Leave-FML
- Vacation-FML
- Floating Holiday-FML
- Leave of Absence-FML
- Sick Leave Pool-FML
For OT-FML or Comp-FML, use Overtime or Comp Time and add notes indicating FML.

TimePro
- S-FML
- V-FML
- F-FML
- O-FML
- C-FML
- L-FML
- P-FML

**Timekeeping**
FML hours are used in conjunction with hours from the employee’s accrued paid leave (or with an award of Sick Leave Pool hours or a period of LWOP).

**Leave dates and balances:** Hours awarded can only be used during the period of FML coverage. Only the hours actually used will count toward the 12-month maximum award (480 hrs).