

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act entitles eligible employees to a total of twelve work weeks of leave during a 12-month period for one of the following reasons:

- The birth of a child, and to care for the newborn child
- The placement with the employee of a child for adoption or foster care
- The care of the employee's spouse, son, daughter, or parent with a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the employee's job

The 12-month period used by the state for determining eligibility is the calendar year. In the case of birth or adoption, this eligibility shall expire at the end of the 12-month period beginning on the date of birth or placement.

To be eligible for FMLA, the employee must have been employed by Cossatot Community College-UA for twelve months and must have worked at least 1250 hours during the twelve-month period preceding the commencement of the leave.

With the exception of maternity leave, the employee is required to exhaust all paid leave (vacation, sick leave, and catastrophic leave) during the twelve-week FMLA period. During FMLA leave, after all paid leave is exhausted, the employee will be on leave without pay. For maternity leave, the employee may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Cossatot Community College-UA shall continue benefit coverage at the same level and under the same conditions coverage was provided prior to commencing FMLA. The college will continue to pay employer portion and the employee will pay employee portion.

A request for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent must be supported by a certificate issued by a health care provider. Certificates of Health Care Provider forms are available in the human resource office.

Upon return from Family and Medical Leave, an employee shall be entitled to be restored to (a) the position formerly occupied or (b) an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Cossatot Community College-UA follows the policies and procedures of the Office of Personnel Management regarding the Family and Medical Leave Act. A copy of the policies and procedures is located in the human resource office and can also be viewed at <http://www.state.ar.us/dfa/opm/sec105>.