

FMLA (Family Medical Leave Act)

Life happens—and when it does, we're here to support you. The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take time off to care for a family member or to manage their own health needs.

To qualify, you must have been employed at A-State for at least 12 months and have worked 1,250 hours in the past year.

What is FMLA?

The Family and Medical Leave Act of 1993 (FMLA) provides time off for employees to care for family members or due to their own illness. To be eligible, employees must have been employed by Arkansas State University for a total of 12 months and have worked a total of 1,250 hours in the past 12 months.

Am I eligible for FMLA?

The FMLA entitles eligible employees to a total of 12 work weeks of leave during any 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, child, or parent for a serious health condition; or
- A serious health condition that makes the employee unable to perform the functions of the employee's job.

At the beginning of 2008, the President signed into law permission for an employee to take up to 26 workweeks of leave to care for a member of the National Guard or Reserves, who is undergoing medical treatment, recuperating from a medical procedure, therapy, other outpatient status, or is otherwise on the temporary disability retired list for a sickness or illness. The 12-month period used by Arkansas State University for determining eligibility is a rolling year forward, with the 12-month period beginning the first day of FMLA leave usage. (For example, if an employee begins leave for surgery on April 10 of 2008, the 12-month period begins on April 10, 2008, and ends on April 9, 2009.)

How do I file for FMLA?

If you think you may need to take leave under FMLA, we're here to guide you through the process. Just reach out to the Human Resources Office to get started. We'll help you understand your options, gather the necessary paperwork, and make sure everything is in place so you can focus on

what matters most—taking care of yourself or your loved ones.

Questions? Reach out to Human Resources—we're happy to help!

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Additional Information Regarding FMLA

[Employee Rights and Responsibilities](#)

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