

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide you with the right to take job-protected leave with continued medical benefits when you need time off from work to care for yourself or a family member who is seriously ill, to care for a newborn or newly adopted child, or to attend to the affairs of a family member who is called to active duty in the military.

Answered inside this brochure:

- Who's eligible for W/FMLA
- When can I use W/FMLA
- What conditions/types of leaves are covered under W/FMLA?
- What can W/FMLA do for me?
- Intermittent Leave
- How do I request W/FMLA
- Resources



How to Request FMLA / WFMLA Leave

To take FMLA/WFMLA leave, you must provide the university with appropriate notice. If you know in advance that you will need FMLA/WFMLA leave (for example, if you are planning to have surgery or you are pregnant), you must give the university at least 30 days advance notice. If you learn of your need for leave less than 30 days in advance, you must give the university notice as soon as you can (generally either the day you learn of the need or the next work day). When you need FMLA/WFMLA leave unexpectedly (for example, if a family member is injured in an accident), you must inform the university as soon as you can. You must follow your department's usual notice or call-in procedures unless you are unable to do so (for example, if you are receiving emergency medical care).

To request FMLA / WFMLA leave, contact the Human Resources Department at 920-465-2390 or via email at hr@uwgb.edu. Human Resources will then provide you with the necessary paperwork to complete in order to certify your leave.



UNIVERSITY of WISCONSIN
GREEN BAY

HUMAN RESOURCES

(920) 465-2390

hr@uwgb.edu

<http://www.uwgb.edu/hr/policies/FMLA>



NEED TIME?



UNIVERSITY of WISCONSIN
GREEN BAY

The Employee Guide to
Family and Medical Leave Act
(FMLA)



Why should I file for FMLA/WFMLA?

- FMLA / WFMLA may allow intermittent leave or a reduced schedule when policies may not.
- As long as you are able to return to work before you exhaust your FMLA / WFMLA leave, you must be returned to the same job (or one nearly identical to it).
- If you take FMLA / WFMLA leave, the university must continue your health insurance as if you were not on leave.
- Time off under FMLA / WFMLA may not be held against you in employment actions such as hiring, promotions or discipline.

FMLA Eligibility

- You must have worked for the State for at least 12 months
- You must have worked for the State for at least 1,250 hours of service during the 12-month period leading up to the beginning of the leave. Only actual hours worked are counted.

FMLA Leave Entitlement

Eligible employees may take up to 12 work weeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

WFMLA Eligibility

- You must have worked for the State for more than 52 consecutive weeks
- You must have worked for the State for at least 1,000 hours during the 52-week period leading up to the beginning of the leave. All hours, including paid leave, is counted towards the minimum hours.

WFMLA Leave Entitlement

Eligible employees may take:

- Up to six weeks of leave in a calendar year for the birth or adoption of the employee's child;
- Up to two weeks of leave in a calendar year for the care of a child, spouse, domestic partner, or parent with a serious health condition;
- Up to two weeks leave in a calendar year for the employee's own serious health condition.

Qualifying leave will be counted concurrently towards your entitlement under the federal law, state law and any eligibility under administrative rule. If you are unsure of whether or not you meet the eligibility criteria, contact Human Resources to determine hours worked.

If you do not meet the eligibility criteria but still have a need for medical leave, contact Human Resources to discuss other options not included under the FMLA / WFMLA policy.

Serious Health Condition

The most common serious health conditions that qualify for FMLA / WFMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate you or your family member for more than 3 consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year;
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Intermittent Leave

Under some circumstances, employees may take FMLA / WFMLA leave on an intermittent or reduced schedule basis as the medical condition requires (only when medically necessary). If FMLA / WFMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the university's approval.

