

FACT SHEET – Workers' Compensation

Federal Family and Medical Leave Act (FMLA)

1. FMLA provides up to 12 weeks of job-protected leave in a 12-month period, providing the employee has worked for a covered employer for at least one year and has worked 1250 actual work hours in the previous 12 months.
2. Employees requiring leave of absence to care for a family member as practical.
3. Employees are not required to use accrued paid leave for FMLA leave.
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5. Requested leaves will count against any available annual leave entitlement.
6. You are required to have your physician complete a Certificate of Healthcare Provider Form. This form must be received by Human Resources 15 calendar days of the employer's request for medical certification.
7. If your physician recommends an extension of your medical leave of absence beyond the end date of your approved leave, you must provide further medical documentation prior to your stated return to work date.
8. If your leave of absence extends past the 12 week limitation for FMLA, you must contact Human Resources.
9. You are required to furnish further certification if you request a leave extension or if circumstances described by the original certification change significantly.
10. You may elect to substitute accrued paid leave for unpaid FMLA leave. You are not required to substitute accrued paid leave for unpaid FMLA leave.
11. Continuation of benefits
 - a. You may continue Health and Dental benefit programs in which you are enrolled in at the time of the start of the leave for up to 12 months.

month.
 - b. If payment is not made on time, your group health insurance may be cancelled. You will be provided notification in writing at least 15 days before the date that your health coverage will lapse. The University is not responsible for the employee's share of health insurance premiums while the employee is on a leave.