

FMLA Quick Reference Guide

What is FMLA?

FMLA is a federal law that lets eligible employees take unpaid, job-protected leave for certain family and medical reasons while keeping health insurance coverage.

Eligibility

You may qualify if you:

- Direct employee of SEDOL
 - Worked 12 consecutive months with your employer
 - Worked a minimum 1,000 hours during the last 12 months
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Reasons You Can Take FMLA Leave

- Birth and care of a newborn child
 - Placement of a child for adoption or foster care
 - Caring for an immediate family member (spouse, child, parent) with a serious health condition
 - Your own serious health condition
 - Certain military-related exigencies
 - Caring for a covered service member with a serious injury or illness
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Leave Entitlement

- Up to 12 weeks/60 work days
 - Can be continuous, intermittent, or on a reduced schedule if medically necessary
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Employee Responsibilities

- Provide 30 days' notice for planned leave or as soon as possible for emergencies
 - Submit necessary paperwork for doctor to complete and return to HR department
 - Enter days into absence management system (Red Rover) coded as sick and FMLA in additional notes
 - Keep your employer updated on leave and return plans
 - Submit doctor's release to return to work if applies
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Employer Responsibilities

- Maintain group health insurance during leave
 - Restore you to the same or equivalent position upon return
 - Keep leave information confidential
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Important Notes

- FMLA leave is unpaid, but you are required to use accrued paid leave concurrently
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Contact HR

For questions or leave requests:

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