

**FAMILY AND MEDICAL LEAVE**  
**FMLA**  
**IMPORTANT INFORMATION**  
**PLEASE READ CAREFULLY**  
**(Local 95)**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.

Reasons for taking leave: **Unpaid** leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's; option, certain kinds of paid leave may be substituted for unpaid leave. (Sick days for example).

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:**

The employee may be required to provide advance leave notice and medical certification.

- The employee ordinarily must provide 30 days advance notice when the leave is 'foreseeable.'
- an employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report (return to work certification).
- Forms enclosed. Please complete the application form and return it to the benefits office as soon as possible. If your leave is to care for your spouse, son, daughter or parent with a serious health condition you must have a physician complete the attached FMLA Attending Physician form and return it to the benefits office as well. The patient must sign the form too if over 18 years of age.
- When you are preparing to return to work after caring for a family member as listed above please complete the "Intent to Return to Work" form one week prior to your return and send it to your supervisor.

**JOB BENEFITS AND PROTECTION:**

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." However, the employee must continue to make the employee contribution during the leave. Benefits continuation information is enclosed if you are taking FMLA leave to care for a family member as previously described. If you are taking FMLA for your own serious health condition and are receiving S&A (Sickness and Accident), benefit contributions will be deducted from your disability pay.
- **Sickness and Accident Benefits and Family and Medical leave run concurrently.**
- If you are on FMLA due to a work related injury you will need to make the employee contribution to continue benefits. The appropriate continuation form will be sent to you from the benefits office.