



# Family Medical Leave Act

FMLA – DOL law, which entitles eligible employees to...

- Unpaid, job-protected leave
- To up to 12 workweeks in a rolling 12 month period
- For specific family and medical reasons

For unpaid leave, employer defines if a substitution of paid leave will be required

- For Emory employees, they are required to "substitute" (run concurrently) accrued paid leave to cover some or all of the FMLA leave period. "Employees who are granted FMLA leave must use, during unpaid FMLA leave, any applicable paid leave in accordance with Emory's sick and vacation leave policies... Employees on leave... must use unused sick leave at the commencement of otherwise unpaid FMLA leave."
- Sick leave is mandatory when employee is on FMLA due to their own serious medical condition
- Use of vacation leave and floating holiday leave is optional
- Short term optional, if employee has enrolled
- Long term disability

Types

- Continuous
- Intermittent

Policy 4.73 – FMLA

- <http://policies.emory.edu/4.73>