

## **Colonial Intermediate Unit 20 Quick Reference Information on Family & Medical Leave**

### **What is Family & Medical Leave?**

- The purpose of the Family & Medical Leave Act of 1993 is to provide medical benefits to employees who are unable to work due to a qualifying medical condition.

### **How do I qualify?**

- Worked 1,250 hours in the last 12-month period
- After an employee is out of work for 4 consecutive days, the HR office checks attendance records to see if the employee qualifies.

### **Can Family & Medical Leave be used for the care of a family member?**

- The Family & Medical Leave law outlines qualifying individuals (i.e., parent, spouse, child) you may provide care for along with for your own use.

### **While on Family & Medical Leave, what do I get?**

- You will use all accumulated sick, personal, flex and vacation time
- After those days are exhausted, you may be able to go on Income Protection if you qualify

### **What is required of me?**

- You need to submit a letter stating when you will be starting Family & Medical Leave and an anticipate return date
- You will need to submit a doctor's note verifying your need to be out
- You will need to submit a completed US Department of Labor 'Certification of Health Care Provider' form (the FML form) completed by your doctor
- You will need to call the Human Resources Office once a month with an update on your condition. Also, please supply to the Human Resources Office an updated doctor's note each month.
- When you are able to return to work, you will need to contact the Human Resources Office and submit a doctor's note stating you are able to return to work prior to returning to the job.

If you have further questions about Family & Medical Leave, please contact the Human Resources Office at 610-515-6405. We are here to assist our employees.