

## **THE FAMILY AND MEDICAL LEAVE ACT (FMLA)**

is a law requiring larger employers and government entities to provide employees unpaid leave for serious family health issues. Such qualified medical and family reasons may include adoption, pregnancy, foster care placement, family or personal illness, or military leave. It also provides for continuation of health insurance coverage and job protection. The FMLA is intended to provide families with the time and resources to deal with family emergencies, while also providing guidance to employers. An employee who takes unpaid leave that falls under the FMLA is job-protected; that is, the employee can return to the same position held before the leave began. If the same position is unavailable, the employer must provide a position that is substantially equal in pay, benefits, and responsibility. The employee must have worked for the employer for at least 12 months, and for 1,250 hours within the last 12 months. **The FMLA mandates unpaid, job-protected leave for up to 12 weeks in a calendar year.**

The City of Columbus requires all employees to use their own paid time off (PTO) concurrently (at the same time) to FMLA.

As unexpected things occur, the City encourages its employees to hold back two weeks' worth of paid time off (PTO) days to allow for any other unplanned emergencies or illnesses that may occur outside the FMLA related event. The first week must be reserved for the first half of the year, and the second week for the remaining half of the year. Please submit all FMLA requests to your supervisor for processing. Once your paperwork has been completed by both you and your supervisor, a copy should be forwarded to Human Resources for final review and approval.

**For more information on FMLA, visit**

[www.columbus.in.gov/careers/2019-employee-benefits](http://www.columbus.in.gov/careers/2019-employee-benefits)

# FAMILY AND MEDICAL LEAVE ACT