

Authorized Reasons for Using Family Leave

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 work weeks of leave during any 12-month period. An eligible employee is defined as any employee (including part-time and temporary) of the University of West Georgia, who has:

- been employed by the University of West Georgia for at least 12 months total (not necessarily the last 12 months) **and**
- worked at least 1,250 hours during the 12-month period immediately preceding the leave.

Leave under FMLA may be taken for one or more of the following reasons:

- The employee's own serious health condition, including an on-the-job injury or occupational disease covered by Worker's Compensation, which causes the employee to be unable to perform the functions of his or her job.
- The care of an immediate family member with a serious health condition.
- The birth and care of a newborn child.
- The legal placement of a child with the employee for adoption or foster care.
- A spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

NDAA creates an additional reason for using family leave and longer job-protected leave:

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act (NDAA) of 2008, an eligible employee may be entitled to **up to 26 work weeks** of leave during any 12-month period per service member and per injury or illness, for the following reason:

- A spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating. Military service FMLA runs concurrent with non-military service FMLA. The maximum leave in a single 12-month period is 12 weeks for family/medical or 26 weeks for any family/medical/military service combination, of which no more than 12 weeks may be for non-military service leave.

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