

DEPARTMENT OF ADMINISTRATION
POLICY ON FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act, FMLA, is a federal law that provides eligible employees entitlement to 12 workweeks of paid or unpaid leave during a consecutive 12 month period for the birth of the employee's child, the placement with the employee of a child for adoption or foster care, a qualifying serious health condition of the employee, or a serious health condition of the employee's child, spouse or parent.

The FMLA also provides for Military Family Leave:

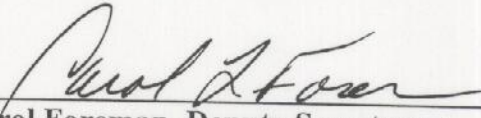
(a) **Qualifying Exigency:** an eligible employee is entitled to up to 12 weeks for any qualifying exigency, arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

(b) **Care for injured service member:** an eligible employee who is the spouse, child, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the service member.

An eligible employee is one who has worked for the employer for 12 months (not necessarily consecutively) AND has worked 1250 hours in the immediate previous 12 month period.

The Department of Administration's policy requires that FMLA leave will be initiated and authorized for qualifying situations at the time the event occurs and run concurrently with any available paid leave the employee may have.

Employees should contact Kim Warren, 296-4770, kim.warren@da.ks.gov, in the Department of Administration Personnel Office, to obtain the appropriate notification/certification forms and for more information and assistance with the provisions of the FMLA.



Carol Foreman, Deputy Secretary
Department of Administration

Date 4/13/09