



Employee FMLA Leave FAQs

Who qualifies for FMLA leave?

- A system employee is covered under Titles I and IV of the FMLA of 1993 if he or she has been employed for at least 12 months by the state (not necessarily 12 consecutive months) and has worked at least 1,250 hours for the state during the 12 months immediately preceding the beginning of the leave. A part-time employee and one who works variable hours must have at least 52 weeks of service, not necessarily within 12 consecutive months, and must have worked 1,250 hours for the state during the 12 months immediately preceding the beginning of the leave. See policy 31.03.05 for more eligibility details.

How do I apply for leave?

- Inform HR.leave@tamuc.edu of potential leave, they will provide you with the required documents.

Who needs to know about my leave?

- Your Supervisor and HR.leave@tamuc.edu

What is the timeframe for information to be received by HR?

- **Medical certifications** are to be returned to HR.leave@tamuc.edu within 15 days
- **Maternity leaves** should have all documentation submitted at least 3 months before expected due date.
- **Sick leaves** should have all documentation submitted at least 30 days before leave begins or as soon as practicable.

Who is responsible for submitting the documentation for my leave?

- All required documents should be submitted by the employee requesting to take leave. The employee should follow up with HR to verify everything has been received.

How long can I be on leave under FMLA?

- You may take up to a maximum of 12 weeks
- An employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to a total of 26 workweeks of leave during a single 12-month period to care for the servicemember.

How do I revise my leave?

- To revise the date you leave begins or end, a new medical certificate from your doctor is required.
- To revise your return date for maternity, you would submit in writing your new return date to the HR.leave@tamuc.edu

Is FMLA paid?

- No

Must I use my comp/sick/vacation hours?

- Yes, accrued hours run concurrently with FMLA

Must I use FMLA at the beginning?

- Yes, if leave is more than 3 days, a medical certification is required and will be designated as FMLA.

Who will enter my FMLA/comp/sick/vacation hours into Workday?

- HR Leave specialist will enter the time on your behalf in Workday.

Do I need to provide a Doctor's return to work notice?

- Yes, you will need to submit the notice to your Supervisor and HR