

# Your Rights and Responsibilities under the Family & Medical Leave Act

FMLA will provide eligible employees with up to 12 weeks (16 weeks for maternity) of job protected unpaid leave. In order to be eligible employees must meet the following conditions:

- be employed for at least 12 months
- have worked at least 1,250 hours during the 12 month period prior to taking leave
- be requesting leave for any of the following reasons
  - The birth, adoption, or foster care placement of a child
  - Serious health condition of a spouse, child, or parent
  - The employee's own serious health condition

Employee's must certify their own serious health condition and that of any qualifying family members by completing and submitting the Certification of Health Care Provider form; leave may be taken on an intermittent basis if your health care provider certifies it as medically necessary. FMLA leave both intermittent and continuous may only be taken and counted toward your 12 week total for the specific condition for which you have received certification. If you have another serious health condition or a spouse, child, or parent has a serious health condition, you will need to complete a separate request for Family Medical Leave. You must also obtain a separate certification from your medical provider.

University of Tennessee Health Science Center policy requires employees on Family Medical Leave to adhere to the following:

## Responsibilities

- Employees are required to give advance notice of their absence when the need for leave is foreseeable. Employees should follow the appropriate procedure in place to request time off.
- Employees are required to schedule procedures and appointments related to this condition during their time off when they are able to do so.
- Employees are required to follow proper call in procedures in the event of an emergency absence. This includes any department specific requirement to speak to a person versus leaving a message on voice mail if applicable.
- Employees are required to use all accrued sick leave, annual leave, or their personal day to be paid.
- Employees are responsible for ensuring the accuracy of the FML records by informing Human Resources regarding changes in their leave status. Employees should code FML absences as such on their timesheets.
- Employees should adhere to departmental documentation requirements for absences; this includes providing a return to work certification if required by your department.
- Employees must keep their department head or supervisor up to date on their anticipated return to work date.

By signing below you are acknowledging that you have read and understand your rights and responsibilities under Family Medical Leave and UT policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness