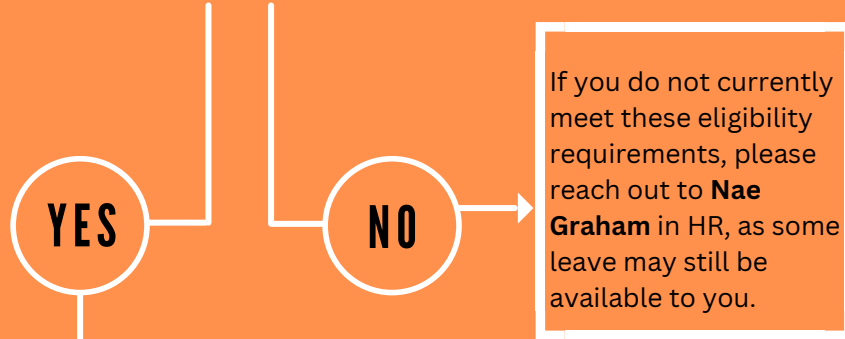


Family Medical Leave Act (FMLA) Decision Tree

Have worked for Mercer University for at least 12 months and worked at least 1,250 hours of service in the 12 months preceding the start of leave.



Does the reason for your leave include:
1) The birth, adoption, or foster placement of a child with you? OR
2) Your serious condition that makes you unable to work? OR
3) Caring for a spouse, child, or parent with a serious health condition. OR
4) Certain qualifying reasons related to foreign deployment of your spouse, child, or parent who is a military service member?



Have you taken FMLA leave during the last 12 months?



Any FMLA leave taken in the 12 months preceding the start of a new leave period must be subtracted from the 12-workweek total. Contact Nae Graham for available FMLA balance.

Employee is eligible for up to 12 workweeks of absence under FMLA either continuous leave, reduced leave or intermittently.

Statement of Policy

In accordance with the Family and Medical Leave Act of 1993 (FMLA), as amended, Mercer University provides up to 12 workweeks of unpaid, job-protected leave to eligible employees for specified family and medical reasons during a rolling 12-month calendar or up to 26 workweeks for the care of a covered service member during a single 12-month period. FMLA leave may be paid, unpaid, or a combination of paid and unpaid leave as specified in this policy. Even if an employee has paid sick and/or vacation leave available to cover absence(s), if the need for absence is for a FMLA qualifying reason, this policy will be followed.

The Human Resources Office is responsible for administering the FMLA policy, including all notifications and forms, and monitoring compliance with all FMLA regulations.

FMLA Questions reach out to Nae Graham at 1-478-301-2470 or graham_n@mercer.edu.

