

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993, AS AMENDED

The Family Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks (up to 26 weeks for military caregiver leave) of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. If less than that amount, the employee is eligible for Parental Leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

- The employee may be required to provide advance leave notice and medical certification. FMLA leave may be denied or delayed if documentation and certification requirements are not met.
- The employee must provide 30 days' notice when the leave is "foreseeable".
- The University of Houston-Victoria requires medical certification to support a request for leave because of a serious health condition, may require a second or third opinion (at the university's expense), and requires certification of fitness to return to work.

JOB BENEFITS AND PROTECTION

- For the duration of FMLA leave, the University of Houston-Victoria must allow the employee to maintain the employee's health coverage under any "group health plan".
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

ENFORCEMENT

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against the employer for violations.
- FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION

Contact the FMLA Coordinator, University of Houston-Victoria

- Phone: (361) 570-4803
- Email: prescott@uhv.edu

- Mail: Office of Human Services
Attn: FMLA Coordinator
University of Houston-Victoria
3007 N. Ben Wilson
Victoria, Texas 77901

This Section To Be Completed By Human Resources Office

Employee's Job Title: _____ FTE: _____ Hire Date: ____/____/____

Vacation Balance as of last day: _____ Sick Leave Balance as of last day: _____

FMLA -or- Parental Leave is approved with pay from: ____/____/____ to ____/____/____

FMLA -or- Parental Leave is approved without pay from: ____/____/____ to ____/____/____

Total weeks of approved FMLA or Parental leave: _____

FMLA or Parental Leave taken within the last 12 months: _____

If FMLA/Parental Leave is not approved, state reason: _____

HR Signature _____ Date: _____

Note:

- HR will report any changes in the approved leave immediately to the Department
- HR will prepare an ePAR to change the employee's status from active to paid or unpaid leave.