

POLICY 2.30: FAMILY AND MEDICAL LEAVE ACT

Leave policy

Employees are eligible to take up to 12 weeks of unpaid family/medical leave or up to 26 weeks of unpaid family leave to care for an injured service member (Armed Forces, National Guard, and Reserves) within any 12-month period and be restored to the same or an equivalent position upon your return from leave provided you:

1. Have worked for the college for at least 12 months
2. Have worked at least 1,250 hours in the last 12 months
3. Are employed at a worksite that has 50 or more employees within a 75-mile radius

The 12-month period is a rolling period, measured backward from the date a leave is to be taken.

*Original: 12/15
Reviewed: 10/18, 1/25
Updated: 10/18, 1/25*