

Family Medical Leave for Administrative Professional Employees

Fort Lewis College is committed to supporting administrative professional employees as they balance work with other aspects of their lives. Family medical leave is available for administrative professional employees who need to take time off work due to:

- x Birth and care of a child (to be completed within one (1) year of the birth).
- x Placement and care of an adopted or foster child (to be completed within one (1) year of the placement).
- x Serious health condition of an employee's parent, child under the age of eighteen (18), an adult child who is disabled at the time of leave, spouse, partner in a civil union, or registered domestic partner for physical care or psychological comfort.
- x Employee's own serious health condition. An illness, injury, impairment, physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical care

themselves should decide how to divide the allotted 2 weeks of leave.

Paid Family Medical Leave

Fort Lewis College provides paid family medical leave for the first 120 hours of family medical leave for full-time employees (prorated based on part-time status). Employees on leave during their use of family medical leave, Fort Lewis College allows employees to use accrued sick or annual leave to remain in paid status during their use of family medical leave. The use of accrued sick or annual leave can be used concurrently with the use of family medical leave.

Waid & D > leave can be used when an employee or employee's family member (parent, child under the age of eighteen (18), an adult child who is disabled at the time of leave, spouse, partner in a civil union, or registered domestic partner) is a victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic violence and needs to seek medical attention, mental health care or other counseling or victim services including legal services or relocation.

An employee must meet the eligibility requirements for safe leave (6A8ctim d (abuse,)Tj t.9ren an employ6 f2. 0

Summary of Available Leave for the Deployment of a Spouse for Active Military Assignment

An eligible employee may take up to 12 weeks of family medical leave for qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Who Should Apply for Family Medical and Safe Leave and When

Employees who anticipate an extended period of time away from work (typically, more than one workweek) due to one of the eligible reasons should consider applying for the use of family medical leave.

Supervisors who learn that an employee will need an extended period of time away from work should recommend to the employee to contact Human Resources to start the application process.

Employees should apply as soon as they know they need extended time away from work. This can be prior to the event, or, in the case of an emergency, the application can begin after the start of the event. In the case of an emergency, the medical certification should be completed as soon as possible and the start date should be as close to the start of the event as possible.