

# Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal opportunity for women and men.

The Alabama Community College System Board of Trustees and the institutions under its direction and control shall comply with the requirements of the FMLA. Those institutions shall administer the FMLA in conformance with regulations and guidelines promulgated by the Chancellor.

FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Designation of leave as FMLA leave must be made “up-front” whenever possible. Accrued sick leave must be exhausted before the employee is entitled to unpaid FMLA leave. Any sick leave accrued and used by an employee which would qualify for FMLA leave will count towards the twelve (12) weeks of unpaid FMLA leave available to the employee. Upon return from FMLA leave, an employee is entitled to be restored to the same job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

To be eligible for FMLA leave, an employee must: 1) have worked for that employer for at least 12 months; 2) have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and 3) work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Information concerning FMLA eligibility and approval may be obtained in the Business Office or Human Resources.

## Maternity Leave

Bevill will Comply with Federal FMLA