

FMLA PROCESS

STEP ONE DETERMINE ELIGIBILITY

Have **12 months of service** with Duke University, and **1,250 hours** in the preceding 12-month period (see below)**

Reasons:

- Birth (maternity or paternity), adoption or placement of a foster child
- Serious health condition of staff member/inpatient care
- Serious health condition of child, parent or spouse/same sex spousal equivalent for whom staff member is primary care giver
- Qualifying exigency for spouse, son/daughter, parent of a staff member who is on or called to active duty in support of contingency operation
- Staff member is the spouse, son/daughter, parent, next of kin of a covered service

STEP ONE – CONT. DETERMINE ELIGIBILITY

If staff member is eligible:

- Provide staff member with **Notice of Eligibility and Rights and Responsibilities** within 5 business days**

If staff member is not eligible or reason does not apply under FMLA:

Discuss other options, which may include:

- Temporary or alternative work arrangements
- Change in hours or shift
- Personal Leave
- Short term disability info

- Provide staff member with **Notice of Eligibility and Rights and Responsibilities** within 5 business days

STEP TWO DETERMINE HOW FMLA WILL BE TAKEN

Up to 12 weeks of FMLA in a 12-month rolling period or 26 weeks of FMLA Military Leave in a single 12-month period (injured or ill service member only, all others 12 month rolling period)

Leave Options:

- ◆ Full-time leave for a consecutive period or
- ◆ **Intermittently on a reduced leave schedule

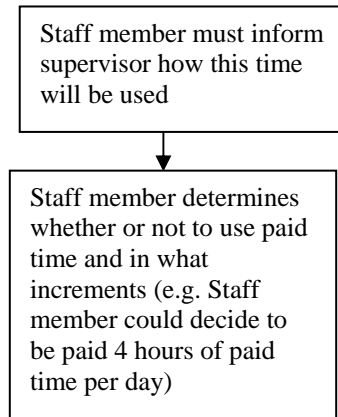
The way in which FMLA is taken will depend on:

- Medical guidance provided by the staff member's health care provider and if necessary, confirmed with Employee Occupational Health & Wellness

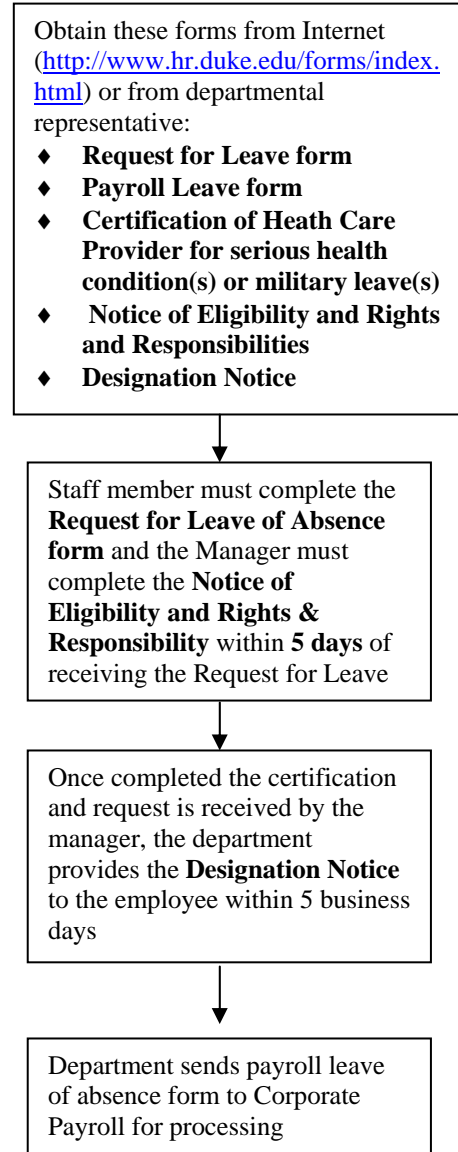
**Note: Duke University Policy does not allow intermittent leave for Adoption and Paternity leave. Allow Staff Member 15 days from date of Notice of Eligibility and Rights and Responsibilities to submit certification. All service less than 7 years should be considered in order to determine eligibility.

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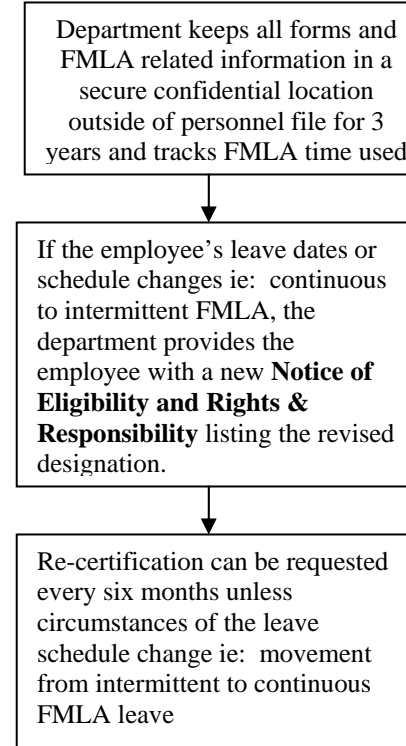
STEP THREE TYPE OF PAID TIME STAFF MEMBER WILL USE



STEP FOUR COMPLETING FMLA REQUEST FORM



STEP FOUR- CONT. COMPLETING FMLA REQUEST FORM



STEP FIVE RETURNING FROM FMLA

