



FAMILY AND MEDICAL LEAVE PACKET



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Table of Contents:
Leave of Absence (LOA) Request Packet
(Family, Medical, Personal, Educational and Military Leaves of Absence)
(Your Company Name and Location Here)

Included in this packet are:

- 1. A Model FMLA Policy**
- 2. Supervisor's Checklist for FMLA Qualifying Leaves**
- 3. Form 1: Leave of Absence Request**
(Supervisor must sign. A copy of leave policy is available at Human Resources.)
- 4. Form 2: Employee Notice: Family and Medical Leave Act of 1993**
(Supervisor must sign)
Form 2a: Letter to Employee Requesting or Being Placed on FMLA Leave
- 5. U. S. Department of Labor FMLA Fact Sheet**
(To be given to employee)
- 6. Form 3: Certification of Health Care Provider (WH-380)**
(Must be returned to Human Resources within 15 days of start of leave)
- 7. Form 4: Employer Response to Employee (WH-381)**
- 8. Form 5: Clearance from a Leave of Absence**
(To be completed by the employee's Health Care Provider and reviewed with the employee and Human Resources prior to the employee's return to work. Supervisor should supply employee with a copy of the job description and/or physical assessment form for their job position.)
- 9. Summary of the Family and Medical Act of 1993 for Managers and Supervisors**
- 10. Please Note:**
 - **Employees should retain copies of all completed forms.**
 - **Supervisors should retain copies of forms 1 & 2.**
 - **Send the original forms to:**

Director of Human Resources
(Your Company Name and Location Here)

FAMILY AND MEDICAL LEAVE POLICY

(The Company) grants unpaid leave for periods of absence in accordance with the terms of this policy. Without Company permission, an employee may not work for any other company during his or her leave of absence from (the Company).

1. **MEDICAL LEAVE OF ABSENCE:** This type of leave permits an employee to take up to 12 weeks of leave in any given 12-month period. Under this policy, leave of absence for pregnancy, childbirth, or related condition shall be subject to the same eligibility, term, and conditions as are applicable to leaves of absence for all other types of medical conditions. All non-medical requests for extended leaves from work will be handled under the provisions for non-medical leaves of absence.

2. **PERSONAL AND FAMILY LEAVE OF ABSENCE:** A leave of absence for a definite period of time, not to exceed 12 weeks in any given 12-month period, may be granted for the following reasons:
 - a. For the birth of the employee's child or in order to care for the employee's child born within the preceding 12 months. However, such leave must be concluded within 12 months of the birth of the child.

 - b. In order for the employee to secure the placement of a child with him or her through adoption or foster care. Such leave also is available in order to care for a child who has been placed with the employee through adoption or foster care, but only within 12 months of the placement of the child with the employee.

 - c. In order to care for the spouse, child or parent (but not a parent-in-law) of the employee, if such spouse, child or parent has a serious health condition.

3. **TERMS AND CONDITIONS OF LEAVE**

- a. Leaves of absence are available only to employees who have been on the Company payroll for a period of 12 months and who have worked at least 1250 hours in the preceding 12 months. Exceptions may be made when necessary to reasonably accommodate individuals with disabilities; however, the reinstatement and benefits provisions of this policy may not apply in such cases.

- b. A medical leave of absence will be granted to an employee upon request supported by a medical certification indicating that the employee has a serious health condition.

- c. While on leave, the employee must report to the Human Resources Department at least once every two weeks concerning his or her status in accordance with the terms of this policy. The Company may require the employee to furnish a physician's statement or to be examined by a Company-approved physician to verify continuing inability to work if such question arises. If an employee fails to comply with the provisions of this paragraph, his or her absence will be treated as an unexcused

absence and the employee will be subject to disciplinary action, up to and including discharge.

- d. If an employee has accumulated vacation or other paid leave, the Company requires the employee to use paid leave first and take the remainder of the leave period as unpaid leave.
- e. An eligible employee may take up to a maximum of 12 weeks of leave in a 12- month period under this policy

For a copy of the Company's complete FMLA policy or, for additional information about extended leaves of absence, please contact the Human Resources Department.