

Requesting Family Medical Leave

Purpose

Family Medical Leave allows an eligible employee to take time off for specific qualifying reasons, while protecting their employment and medical benefits for a specific period of time.

Maximum Amount of Leave

The Family and Medical Leave Act (FMLA) allows eligible employees to take unpaid leave, or to substitute appropriate paid leave if the employee has accrued it, for up to a total of 12 weeks in a 12 month period. Leave of up to 26 weeks is available for an employee who is the spouse, son, daughter or parent or next of kin for a covered military service member who requires care.

Eligibility

An employee is qualified for job protection under FMLA if she or he has at least 12 months of service and worked at least 1250 hours within the 12 month period preceding the leave.

Qualifying Reasons

Leave may be taken for any of the following reasons:

1. The employee's own serious health condition which renders the employee unable to perform the essential functions of his/her position.
2. Pregnancy-related disability (when eligible, runs concurrently with Pregnancy Disability Leave).
3. Bonding with a newborn, an adopted child or a child placed in foster care with an employee.

4. Caring for a family member (parent, child, spouse) with a serious health condition.
5. To care for an injured service member of the US Armed Forces.
6. A qualifying exigency relating to a close family member's military service.

Application and Medical Certification

Complete the Family Medical Leave Application and submit it to Human Resources as soon as you know you will need a leave. The application also includes a medical certification form that you will need to give to the physician in charge of the patient's care. The application and the medical certification need to be returned to Human Resources. Your application will be reviewed and your Human Resources Specialist will inform you if it is approved.

Link: [FMLA Leave Application](#)

Dianne Dudek
Human Resources Supervisor
dianne.dudek@sjeccd.edu
408.223.6797