

Revised 6/1/2017

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her rights and responsibility under FMLA. Unum will also provide the employee with next

An ineligible employee cannot take family medical leave time, but may be entitled to time off under other University policies.

Leave Entitlement

An eligible employee may take FMLA leave for any of the following reasons:

- ‡ For the birth and after care of the employee's child, adoption or foster care placement of a child;
- ‡ For the care of the employee's spouse, child or parent who has a serious health condition;
- ‡ For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- ‡ For any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status.

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P R Q W K S H U L R G ´ W R F D U H m e m b e r w i t h s e r i o u s i n j u r y o r i l l n e s s w h e n
the employee is the spouse, son, daughter, parent or next of kin of the service-member.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason.

placement. When leave is needed for planned medical treatment, the employee must