To: All Purdue University Employees  
From: Luis E. Lewin, Vice President for Human Resources  
Date: April 20, 2010  
Re: Family and Medical Leave Act

This is a reminder of the benefits provided to you by the Family and Medical Leave Act (FMLA). The FMLA provides for up to 12 weeks leave for birth/adoption of a child, a serious health condition experienced by you or a member of your immediate family, or for a qualifying dire need of a spouse, same-sex domestic partner, child, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces during a war or national emergency. FMLA provides for 26 weeks leave to care for a spouse, same-sex domestic partner, child, parent, or nearest blood relative who has suffered a serious injury or illness while on active duty in the Armed Forces.

The FMLA coordinates with leaves of absence benefits historically provided by the University. The University currently provides more leave than required by the FMLA, but the law is unique in two ways. First, an employee who requests Family Medical Leave must be deemed eligible for coverage under the FMLA. If the employee is deemed eligible (meets FMLA eligibility requirements and has a verified qualifying event), approval is not at the discretion of the department head. Second, the use of leave provided by the FMLA cannot be considered when evaluating an employee's attendance record for purposes of employment decisions (performance evaluation, promotion, or discipline).

To request a Family Medical Leave, you are encouraged to refer to the following Web site: [http://www.purdue.edu/hr/Benefits/fmla.html](http://www.purdue.edu/hr/Benefits/fmla.html).

Questions regarding leave policy interpretation and related benefit programming can be directed to Gayla Ruark at gruark@purdue.edu or 46705.