

FAMILY AND MEDICAL LEAVE ACT (FMLA) AND PAID PARENTAL LEAVE (PPL)

OVERVIEW PRESENTATION

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FAMILY AND MEDICAL LEAVE ACT

DEFINING FMLA

What is the Family and Medical Leave Act (FMLA)?

- ❖ FMLA is a **federal law and University policy**.
- ❖ **12** workweeks of **unpaid job-protected** leave over a 12-month period for medical and family reasons.
- ❖ **26** workweeks of **unpaid job-protected** leave in a 12 month period to care for a Covered Service member, limited to a combined total of 26 workweeks for all types of FMLA leave.

Note: Although FMLA itself is an unpaid leave, Purdue allows employees to utilize paid leave.

FAMILY AND MEDICAL LEAVE ACT

WHO IS ELIGIBLE FOR FMLA?

An Employee must:

- ❖ Have been **employed** at the University for at least 12 months (consecutively or non-consecutively within the prior seven years).
- ❖ Have **worked** at least 1,250 hours during the 12-month period preceding the date that FMLA leave would begin.
- ❖ Have **NOT exhausted** FMLA allotment during the 12-month period preceding the date that the leave would begin

Note: The 12-months preceding the leave is a rolling 12-month period/calendar

FAMILY AND MEDICAL LEAVE ACT

WHAT SITUATIONS QUALIFY AS FMLA?

For a Personal Sick Leave:

- ❖ A serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job, as certified by his or her health care provider

(ex: in-patient care, continuing treatment by a health care provider)

(continuously, intermittently or reduced schedule)

- ❖ The birth of a son or daughter

Note: When both spouses are employed at Purdue, employees must share 12 weeks of FMLA eligibility for birth/adoption/ placement/bonding. (This is a Federal Regulation.)

FAMILY AND MEDICAL LEAVE ACT

For a Sick Family Member:

- ❖ The placement of a son or daughter by adoption or foster care (including related court appearances, consultations with attorneys, and counseling sessions)
- ❖ Care of a son or daughter during the first 12 months following birth or placement
- ❖ Care of a spouse, son or daughter under the age of 18, or parent with a serious health condition as certified by the family member's healthcare provider
- ❖ Care of a son or daughter (18 or over) who is incapable of self-care due to a mental or physical disability as defined under ADA.

Note: Paid sick leave (FMLA or non-FMLA) for a covered family member is limited to 10 days per fiscal year.

FAMILY AND MEDICAL LEAVE ACT

For a Military Leave:

- ❖ Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty) with the Armed Forces in a foreign country
- ❖ Care of a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the covered servicemember

PAID PARENTAL LEAVE (PPL)

OVERVIEW OF POLICIES AND PROCEDURES

PAID PARENTAL LEAVE

DEFINING PAID PARENTAL LEAVE

What is Paid Parental Leave (PPL)?

Purpose:

- ❖ Gives parents additional flexibility and time to bond with new child
- ❖ Adjust to a new family situation
- ❖ Balance professional obligations

Advanced notice by Faculty member is required so appropriate planning can be scheduled for teaching and/or research obligations. PPL is a benefit of employment and its use will not be considered as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions relating to attendance policies.

PAID PARENTAL LEAVE

WHO IS ELIGIBLE FOR PPL?

An employee must:

- ❖ Be in a benefits-eligible position
 - ❖ Faculty
 - ❖ Staff
 - ❖ Graduate Staff
 - ❖ Post-Doc
- ❖ Must be employed a minimum of 12 months
 - ❖ Half-time or more at the time of birth or adoption

Note: Runs concurrently with FMLA.

PAID PARENTAL LEAVE

HOW MUCH TIME IS ALLOWED FOR PPL?

- ❖ Birth/Adoptive Parent – 6 weeks (240 hours) (based on 100% CUL)
- ❖ Flexibility for Faculty – What best meets the need of the Faculty and Department
 - ❖ Individual planning with department head
 - ❖ i.e.: Release from teaching for a semester – may still attend meetings, work with students, do research, etc.

Time must be used within 12 months following birth or adoption. It can be taken as a:

- ❖ Continuous Leave - immediately following birth or adoption
- ❖ Intermittent Leave - Approval required
- ❖ Reduced Schedule - Approval required

Note: Advance notice and planning is required. Departments and Faculty will work together to determine the best plan for both parties. Tenure clock stops will continue to be approved for one year for birth/adoption provided the Tenure-Clock Extension form is submitted within one year of the occurrence.

PAID PARENTAL LEAVE

INTERACTIONS WITH OTHER LEAVES & BENEFITS

FMLA:

- ❖ PPL runs concurrently with FMLA

- ❖ Other paid leave benefits:

- ❖ Paid [Sick Leave](#)

- ❖ Paid [Vacation](#) (12-month Faculty only)

- ❖ Paid [Personal Business Days](#) (3 per fiscal year)

- ❖ Paid [Holidays](#)

- ❖ Long Term Disability ([LTD](#)) – if applicable

APPLICATION OF FMLA & PPL POLICIES

EXAMPLE

APPLYING POLICY

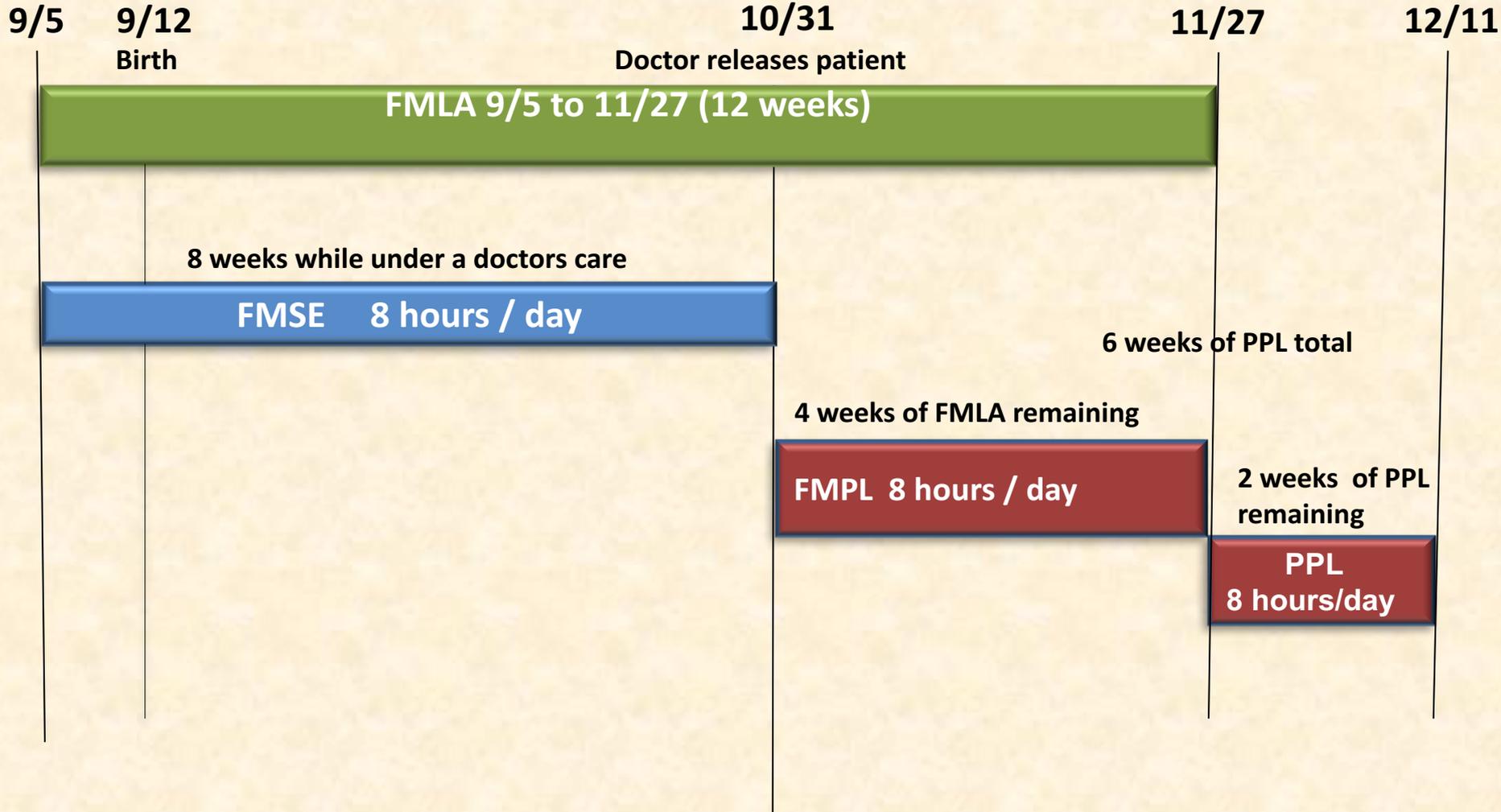
Birth mom is an AY Faculty member who has worked at the University for 3 years. She is expecting on 9/12 and wants to take as much paid leave as possible without using her personal business days.

She is eligible for FMLA and PPL. The FMLA will run concurrently with her sick leave (while under a doctors care) and her PPL for bonding time

The doctor takes her off work a week early on 9/5 and the baby is born on 9/12.

EXAMPLE

APPLYING POLICY



CONTACT INFORMATION

FMLA/PPL Questions:

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Questions



Thank you for your time