

BRIEF DESCRIPTION

Purpose of FMLA – The Family & Medical Leave Act of 1993 requires certain employers to allow eligible employees to take unpaid, job-protected leaves for certain family and medical events. The law is designed to provide a minimum benefit and is not to be construed as rationale to reduce any employer-sponsored benefit or collective-bargaining agreement, which is more generous. It is intended to assist employees in reaching a balance between family and work responsibilities with as little conflict as possible.

It is the policy of SURA to provide job protected time away from work for up to 12 weeks in a 12-month period for certain approved reasons. The leave may be applicable with use of paid, unpaid, or a combination of payments, depending on the circumstances and as specified in this policy. SURA's policies require employees to exhaust all applicable paid leave before going on leave without pay except when receiving short-term disability benefits.

FACTS

- Maximum leave period – 12 weeks (may be a combination of paid and unpaid leave)
- Types of leave covered:

Family Leave

- ✓ Birth of a child
- ✓ Placement of child for adoption
- ✓ Placement of a child for foster care

Medical Leave

- ✓ Employee's own serious health condition.
- ✓ Employee to care for spouse, child or parent with a serious health condition.
- **Family Leave** must be completed within 12 months of birth, adoption or foster placement.

A **serious health condition** can be defined as absence plus treatment, any period of incapacity due to pregnancy, prenatal care, chronic conditions requiring treatment, permanent/long-term conditions requiring supervision or multiple treatments for non-chronic conditions that if left untreated would become serious