

FMLA - Frequently Asked Questions

Who is eligible for FMLA?

Employees must have been employed by SURA for at least 12 months and must have worked at least 1,250 during the 12-month period immediately preceding the leave.

Will I be paid while out on FMLA?

You will only be paid if you have sick and/or vacation leave to cover your absence. If you do not have enough leave your absence will be unpaid.

Do I have to use my sick and vacation leave while out on FMLA?

Yes. An employee who is taking leave due to their own serious health condition must use all paid sick and vacation leave prior to being eligible for unpaid leave.

Who should I notify if I will be absent for more than 3 days?

You should contact your supervisor and Medical Services if you are going to be out of work for more than 3 days.

How do I know if my health condition qualifies for FMLA?

SURA requires the employee to submit a certification form from a health care provider to support a requested medical leave.

How do I know that my leave qualifies for FMLA?

SURA/Jefferson Lab will provide specific notice to the employee designating the leave and describing expectations and obligations of the employee during FMLA.

What happens to my Medical Insurance while I am on FMLA?

If the employee chooses to maintain medical insurance while on FMLA the employee and employer must continue to contribute their respective portions of premium as if the employee were not on leave.