

Family and Medical Leave Act (FMLA)

FMLA

The following is a brief outline of Eastern Washington University's FML policy. For a comprehensive overview of FMLA please see: [EWU FMLA Policy](#). The Family and Medical Leave Act of 1993 is a federal law that requires covered employers, including Eastern Washington University, to provide up to 12 weeks during a "leave year" of unpaid, job protected leave to eligible employees for specified family and medical reasons.

EWU measures the 12 month leave year period forward from the date the requesting employee's first FMLA leave begins.

Who Is Covered?

To be eligible for FMLA benefits an employee must meet all of the following requirements:

- Worked 12 months and 1,250 hours for the State of Washington prior to start of FMLA leave
- Have a balance of FML leave entitlement

Allowed Reasons for Leave

EWU will grant an eligible employee up to a total of 12 workweeks of unpaid leave during a leave year for one or more of the following reasons:

- Birth of a child and to bond with newborn child within one year of birth, adoption or foster placement
- The employee is unable to work because of a serious health condition
- To care for an immediate family member (spouse, child, parent) with a serious health condition
- Due to the qualifying exigency arising from the fact that spouse, child of any age, or parent of an eligible employee is on covered active duty or has been notified of pending call to covered active duty in the Armed Forces

EWU will grant an eligible employee up to a total of 26 workweeks of unpaid leave during a leave year for the following reason:

To care for the employee's spouse, son, daughter, parent, registered domestic partner, or next of kin who is a member of the Armed Forces, including some qualifying veterans or is a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness.

Intermittent Leave

Intermittent leave or leave on a reduced schedule will be granted if medically necessary for an eligible employee's own serious health condition, to care for a family member with a serious health condition or to care for a covered service member with a serious injury or illness.

Granting intermittent leave for bonding with newborn/foster/adopted child is discretionary and will be determined on a case by case basis. Intermittent leave for this purpose must be used within one year of date of birth or placement.

When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment the employee must try to schedule leave so as not to unduly disrupt the department's or EWU's operations.

Paid Leave and Benefits

Eastern Washington University employees may use any combination of paid or unpaid leave to which they are entitled to while on FML.

If an employee takes more than 10 days of Leave Without Pay (LWOP) in a calendar month they will not accrue sick and vacation time for that month.

EWU will maintain group health insurance coverage for an employee on FML as long as the employee share of the premium is paid every pay period. If you exhaust your paid leave you must make arrangements with payroll to pay your portion of benefit costs for the duration of your leave.

APPLYING FOR FMLA LEAVE

If you know you will need to take leave for a foreseeable event, like the birth of a child or planned surgery, you need to give your supervisor 30 days' notice. Where leave for the qualifying event must begin in less than 30 days, you will need to give notice as soon as practicable.

1. Together with your supervisor, complete the EWU leave of absence request form: [EWU LOA Request Form](#). You do not need to share your diagnosis or any other medical information, however you must always provide the dates that you will be away from work, along with any work restrictions authorized by your health care provider.
2. An FML medical certification [FMLA Medical Certifications](#) supporting the medical need for leave due to a serious health condition of the employee or employee's family member is required.
3. Bring or send your leave request to Human Resources. Email: kmackey2@ewu.edu or HR@ewu.edu. If everything is in order, HR will approve your leave or provisionally approve your leave if you do not yet have certification.
4. You are required to provide medical or other certification within 15 calendar days after such information is requested.
5. Once all required information has been received by Human Resources you will receive, within five business days, a letter approving or denying your leave.

Questions?

Please don't hesitate to reach out to Human Resources with any questions you might have.

Hours: 8:00am – 5:00pm, Monday – Friday, Showalter 314

Phone: 509-359-6904 or 509-359-2381

Fax: 509-359-2874

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