WHAT IS FMLA?

The federal Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of job-protected time off work per 12-month period for qualifying medical and family reasons. If an employee receives employer-provided health insurance, the health insurance coverage must continue while the employee is on FMLA-covered leave. While FMLA leave itself is unpaid, employees who have paid leave available may choose or be required to use their paid leave while on FMLA leave. Complete information about the FMLA are on the FMLA home page (uw.edu/admin/hr/polproc/leave/fmla).

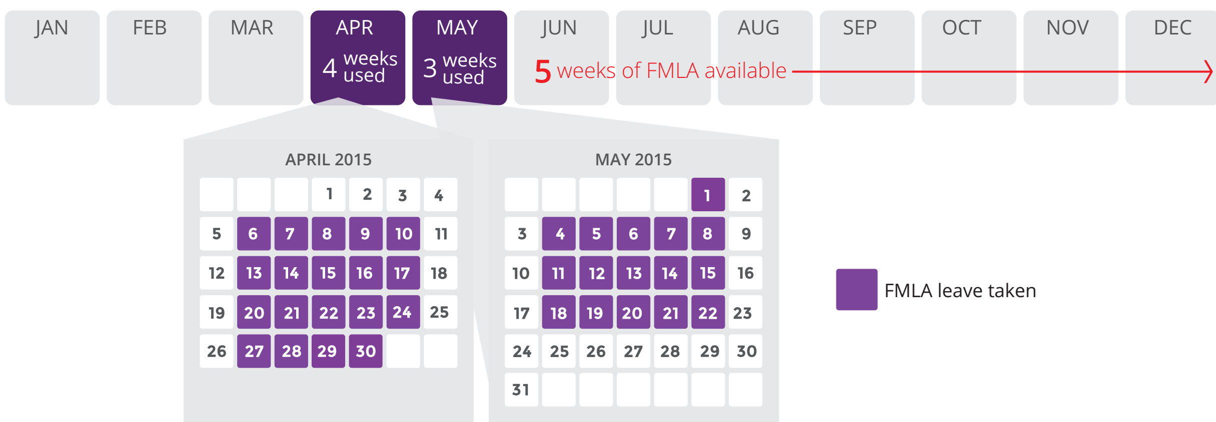
Using the Rolling 12-month Period to Determine FMLA Leave Availability

The rolling 12-month period measures FMLA leave availability by "looking backward" in time from the date an employee requests to begin FMLA leave, adding up any FMLA leave used in the previous 12 months, and subtracting that amount from the employee's 12 workweek FMLA leave entitlement to calculate the FMLA leave available to an employee.

EXAMPLE

IN 2015, YOU TAKE 7 WEEKS OF FMLA:

2015



12 weeks of potential FMLA leave available

\- 7 weeks of FMLA leave used in the previous 12 month period (April and May of 2015)

= 5 weeks of FMLA leave available until April 5, 2016

2016

When the dates in April and May of 2016 pass, the FMLA leave used in 2015 then becomes available.