

This message was sent to all UW Academic Personnel and staff on December 17, 2014 with approval from the Offices of the Vice President for Human Resources and the Vice Provost for Academic Personnel.

Dear UW Academic Personnel and Staff,

The federal Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 work weeks of leave for qualifying medical and family reasons within a 12-month period. This email is to alert you that beginning January 1, 2016, UW will change to the rolling 12-month period method to establish the time frame in which the 12 weeks of FMLA leave use is tracked.

The UW will provide a transition period during 2015, with the change taking effect January 1, 2016. During this one-year transition period, employees taking FMLA will do so using whichever method yields the greatest FMLA leave benefit to the employee. With this announcement, the UW is providing a one-year notice to employees which fulfills the FMLA's requirement to provide a minimum of 60-days' notice of the change to all employees.

Under the rolling 12-month period method, each time an employee takes FMLA leave, the employer "looks back" over the last 12 months, adds up all of the FMLA leave the employee has used during the previous 12 months, and subtracts the total from the 12-week FMLA maximum. The remaining balance is the amount of FMLA leave currently available for the employee's use.

Changing to the rolling 12-month period of tracking FMLA leave entitlements will align UW's business process with the standard design requirements of the University's new HR/Payroll system, to be implemented in December 2015.

Learn more about FMLA:

- FMLA information for staff at

<http://www.washington.edu/admin/hr/polproc/leave/fmla.html>

- FMLA information for academic personnel at

<http://ap.washington.edu/ahr/resources/leaves/family-and-medical-leave-act-fmla/>

- Federal FMLA poster for detailed information about employee rights and responsibilities at

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

- HR/Payroll Modernization Project at <https://f2.washington.edu/teams/hrp/>

UW Human Resources and UW Academic Human Resources will be adding FAQs and graphical illustrations of the rolling 12-month period to its websites later this month. Updates will be shared when the information is available.

For questions about the FMLA change, please contact your HR consultant or leave specialist (for staff), or Academic Human Resources (for academic personnel).

Sincerely,

Cheryl A. Cameron, Vice Provost for Academic Personnel

Mindy Kornberg, Vice President for UW Human Resources