Family Medical Leave Act

FMLA is a federal policy that requires covered employers to provide up to twelve weeks a year of unpaid, job-protected leave to eligible employees for any combination of the following reasons:

1. The birth or adoption of a child, or the placement in the home of a child for foster care.
2. To care for a family member (child, spouse, or parent) who has a serious health condition.
3. A serious health condition that renders employees unable to perform their functions.
4. Military FMLA is also available.

Information about FMLA can be found at: Family Leave Policies for Faculty at Auburn University and Family Medical Leave Act (FMLA)

Steps for Department Chairs and Heads

FMLA policy begins when the department member notifies the chair of an FMLA-eligible situation.

1. Explain and discuss FMLA policy and options at that time.

2. Contact HR Liaison to initiate paperwork.

3. Faculty member should write a brief memo requesting FMLA benefits and extension of the tenure clock (if necessary).
   a. Memo should be brief
   b. Memo is sent to the Provost via the chair and dean
   c. Memo template is located at Family Leave Policies for Faculty at Auburn University

4. If necessary, address teaching assignments to cover the curriculum and insure that graduate students are appropriately supervised.

Notes:

Leave approved under FMLA can extend the tenure clock. Agreements must be in writing. The written agreement must be received by the provost within the probationary year in which the extension is requested.
A faculty member who has qualified for FMLA leave while holding a tenure-accruing appointment may request a one-year extension of the date on which the probationary period would end. Only two such extensions are allowed. Any request may be made only during the first five probationary years of the tenure process. The faculty member will retain the position of full-time employee.

Military FMLA: Eligible employees with a spouse, son, daughter, or parent on active duty or call for active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Chairs and Heads are encouraged to take the FMLA (LG240) training course through Human Resources. LG 240 is a two-hour course taught at the “Bruno” building: Auburn University Administrative Complex, 1550 East Glenn Avenue. (Corner of East University Drive and East Glenn Avenue).