

What You Need to Know About the Family Medical Leave Act (FMLA)

FMLA is designed to support you in times of need. Whether you are unable to work because of your own serious health condition, or because you need to care for your parent, spouse, or child with a serious health condition, the FMLA provides unpaid, job-protected leave.



The FMLA is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

This leave can be up to 12 workweeks of **unpaid leave** in a 12-month period.

You have the right to use FMLA leave either all-at-once or intermittently in separate blocks of time.



You are an eligible employee if all of the following apply:

- You work for a covered employer.
- You have worked for your employer for at least 12 months.
- You have at least 1,250 hours of service for your employer during the 12 months before your leave and;
- Your employer has at least 50 employees within 75 miles of your work location.



To request FMLA leave, you must:

- Follow your employer's normal policies for requesting leave.
- Give at least **30 days' notice** before your need for FMLA leave or;
- If advance notice is not possible, give notice as soon as possible.

