

The background features a dark blue gradient with a starry space pattern. On the left side, there are several circular gauges or dials with white markings and numbers, including 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, and 260. Some gauges have arrows pointing in different directions, and some have dashed lines around them. The overall aesthetic is technical and futuristic.

FMLA, ACCOMMODATIONS, AND TIME OFF

LISA VIBBERT AND SHARISSA BERRY

PRETEST

- FMLA
- Types of Time Off
- Accommodations



WHAT IS FMLA?

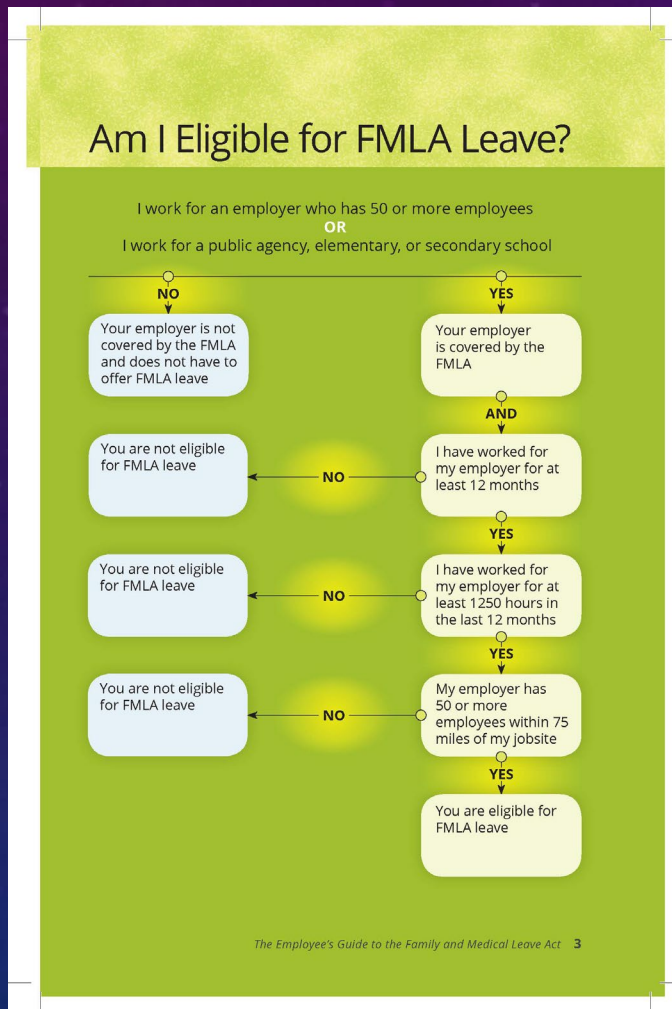
- The Family and Medical Leave Act provides qualified employees with up to 12 workweeks of unpaid, job protected leave a fiscal year.
 - 26 workweeks of military caregiver leave in a single 12 month period.



WHEN DO I NEED TO USE FMLA?

- If an employee will be absent from work for more than three consecutive days, the employee will need to reach out to HR.Leave@tamuc.
 - The employee will be required to have a release to work from a physician.
 - The employee may be eligible for FMLA for their time absent from work.

HOW TO DETERMINE WHO IS QUALIFIED?



- Employee must meet 12 months of employment at the University;
 - Military caregiver leave is 26 weeks of leave.
- Employee must meet 1,250 hours before leave begins – an average of 24 hours per week – over the previous 12 months;
- Employee will retain a medical certification from the physician for a qualifying event.

QUALIFYING EVENTS

- Birth and care of a newborn child
 - *Special rules apply for spouses both employed by the same employer.*
- Adoption or foster care placement of a child
- Care of the employee's spouse, son, daughter or parent with a serious health condition
 - Not included: parent-in-law
- The employee's own serious health condition
- A qualifying military exigency arising from the employee's spouse, son, daughter or parent's active military duty or impending call or order to active duty
- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin

HOW TO GET STARTED?

- Contact HR.Leave@tamuc.edu or Lisa.Vibbert@tamuc.edu
- Inform of a potential leave, and required documentation will be sent to you.
 - Provide 30 days' advanced notice of the leave, if the leave is foreseeable.
- Inform supervisor
- Return documentation to HR within 15 days.
- HR will provide an eligibility/non-eligibility letter.



A Member of The Texas
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WHAT HAPPENS NEXT?

- HR reviews medical certification
- HR ensures time is entered into Workday
- Follow up with supervisor every 2 weeks.
- Provide Return to Work notice to Supervisor and HR.
 - Return to work is a release to work notice from your physician.

RETURNING TO WORK

- Full release to return to work without any work restrictions.
- Release to return to work with restrictions.
 - Physician requires restrictions on the employees working abilities. (*See Accommodations*)

ACCOMMODATIONS



REQUESTING ACCOMMODATIONS

- If you are returning from FMLA, physician provides restrictions to return to work (light duty)
- FMLA and ADA must each be examined individually.
 - Light-duty release would work through the same process of ADA Accommodations.
 - This includes the request to “work from home”
- Return to work with restrictions is dependent upon job responsibilities and restrictions provided by the physician.



Contact HR.Accommodations@tamuc.edu

EXAMPLES OF WORK RESTRICTIONS

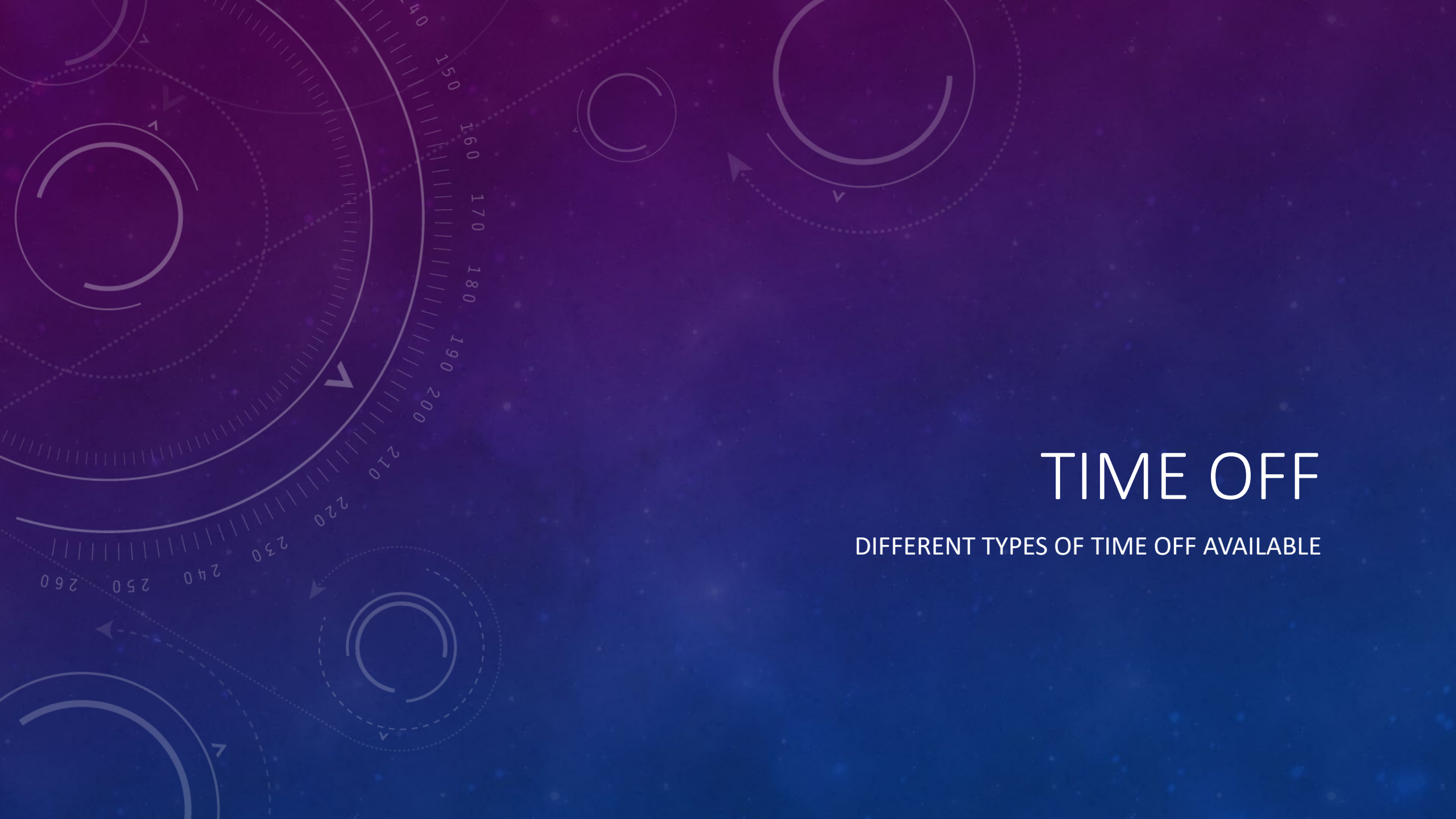


- Avoid lifting heavy objects (lifting weight restrictions may be provided)
- Avoid physically demanding activities such as bending, squatting, lifting, carrying, or pushing,
- Avoid standing or walking for a long period of time.
- Avoid reaching above shoulder level

REMEMBER THE GOAL IS TO ENSURE OUR EMPLOYEES RECOVER SO THEY CAN RETURN TO WORK IN GOOD HEALTH



IF YOUR DOCTOR HAS NOT CLEARED YOU TO RETURN, DO NOT DO SO. Returning to work too early can affect your recovery and can cause you to get re-injured.



TIME OFF

DIFFERENT TYPES OF TIME OFF AVAILABLE

VACATION

- Ensure employee enters vacation request through Workday and approve their time off request in a timely manner
- Remind employees to monitor vacation balances, only a maximum about will carry-forward each fiscal year

A full-time (100% effort) employee accrues vacation leave and may carry it forward from one fiscal year to the next in accordance with the following schedule:

Employees With Total State Employment of:	Hours Accrued per Month for Full-time Employment	Maximum Hours Carried Forward From One Fiscal Year to the Next for a Full-time Employee
less than 2 years	8	180
at least 2 but less than 5 years	9	244
at least 5 but less than 10 years	10	268
at least 10 but less than 15 years	11	292
at least 15 but less than 20 years	13	340
at least 20 but less than 25 years	15	388
at least 25 but less than 30 years	17	436
at least 30 but less than 35 years	19	484
35 years or more	21	532

UNPAID TIME OFF

- If the employee is not eligible to take Vacation Leave, the employee will be required to any time off as Unpaid Time Off.
- If an employee has utilized all of their leave, then they may be required to use Unpaid Time Off.

SICK

- All employees that are half time or more earn sick leave accruals.
- Ensure employee enters sick leave request through Workday and approve their time off request in a timely manner
- When an employee is absent from work for more than **three** continuous working days due to his or her or a family member's medical condition, the employee must provide the Supervisor and HR with a doctor's certificate.
- Employees can not use sick leave for sick pets
- Employees can not use sick leave in lieu of vacation time.

BIRTHDAY LEAVE

- Vacation eligible employees receive a day off during their birth month in recognition of their birthday, with employee's supervisor's approval
 - If not taken in their birth month, the time off is forfeited for that fiscal year.
- No increments less than one day.
 - Cannot be divided into into multiple days.
- Vacation eligible employees request birthday leave as they do vacation leave within Workday
 - Select "Other Emergency Leave"
 - Notes – Birthday Leave
- See Birthday Time Off Procedure 31.03.03.R0.01

HOLIDAY PAY

- An employee in a budgeted position for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to holiday leave with pay.

HOLIDAY SCHEDULE

Holiday	Number of Days	Dates
Labor Day	1	4-Sep-23
Thanksgiving	2	November 23-24, 2023
Winter Break	6	December 25, 2023 to January 1, 2024
Martin Luther King, Jr. Day	1	15-Jan-24
Memorial Day	1	27-May-24
Emancipation Day	1	19-Jun-24
Independence Day	1	4-Jul-24

POST TEST



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