

Family and Medical Leave Act

System Regulation: 31.03.05

Approved: February 5, 1997

Most Recent Revision: April 13, 2022

Next Scheduled Review: April 13, 2027

Responsible University Office:

Office of Human Resources

Responsible University Administrator:

Human Resources Time and Leave Representative

Faculty members at A&M-Commerce are covered under Titles I and IV of the Family and Medical Leave Act of 1993 (FMLA) if they meet the requirements for eligibility (length of time employed and number of hours employed during the period immediately preceding the beginning of the leave). An eligible faculty member may take up to 12 weeks of unpaid leave during a fiscal year for one or more specified family or medical emergencies. He or she is required to take all accumulated paid leave, including approved leave from the sick leave pool, as part of the 12 weeks. A faculty member who takes FMLA leave is entitled to be returned to the same position that he or she held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and working conditions of employment.

See A&M System Regulation [31.03.05](#) and the FMLA Guidelines available on the [Human Resources](#) website for a complete description of eligibility, leave requirements, leave duration and use (including intermittent leave or reduced work schedule), employee notice and certification requirements, and benefits during leave. For additional questions regarding FMLA, contact HR.Leave@tamuc.edu.