EXAMPLE A: Employee qualifies for FML and is eligible for sick leave, comp time, and vacation.

PAID/UNPAID TIME AWAY FROM WORK

- Sick leave (until exhausted)
- Comp time (if available and until exhausted)
- Vacation
- Short- or long-term disability (if available)
- Sick leave without pay

FMLA USAGE

12 weeks of FMLA leave start with 1st day of absence

NOTES

1. Consistent with unit practices, units may ask for supporting documentation to confirm the employee is medically unable to work, and noting restrictions, if any.
2. V-class Civil Service employees are not eligible for comp time.
3. Vacation accrual must be used down to an 80-hour balance if necessary. The employee also has the option to completely exhaust their vacation balance to provide pay during their FML.
4. Short-term or long-term disability benefits, if approved, may be available to the employee.
5. Sick leave without pay is available if needed depending on the length of the illness or condition.

EXAMPLE B: Employee holds less than a 50% appointment, qualifies for FML, but no longer accrues sick leave, vacation, or comp time.

PAID/UNPAID TIME AWAY FROM WORK

- Sick leave without pay

FMLA USAGE

12 weeks of FMLA leave start with 1st day of absence

For purposes of illustration only. See your HR professional for more information.