EXAMPLE A: Employee qualifies for FML and is benefits eligible.

PAID/UNPAID TIME AWAY FROM WORK

- Medical leave
- Vacation
- Unpaid FMLA leave
- Unpaid leave

FMLA USAGE

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

EXAMPLE B: Employee holds less than a 67% appointment, qualifies for FML, is eligible for prorated vacation accrual, but is not eligible for medical leave.

PAID/UNPAID TIME AWAY FROM WORK

- Vacation (up to 2 weeks)
- Unpaid FMLA leave
- Unpaid medical leave

FMLA USAGE

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

EXAMPLE C: Employee has less than a 50% appointment, does not qualify for FML.

PAID/UNPAID TIME AWAY FROM WORK

- Unpaid medical leave

FMLA USAGE

None

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. See University policy Paid Medical Leave and Disability Benefits for Faculty and Academic Professional and Administrative Employees.
3. Vacation accrual must be used down to an 80-hour balance if necessary. The employee has the option to completely exhaust their vacation balance to provide pay during their FML.
4. May begin when the employee has remaining FML, and/or when their FML entitlement ends, provided they have prior approval. Unpaid leave is not automatic.