

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

Up to 12 weeks of FMLA time will be available to eligible regular employees under the following conditions. All accrued paid time off (vacation, sick leave, and personal leave) the employee has accumulated must be used from the awarding of FMLA Status by the Agency. Once all accrued paid time off has been used the remainder of the FMLA awarded time by the Agency will be unpaid. The employee will once again start accruing Agency benefits once they return to full time work status and all FMLA time has been exhausted.

Finally the FMLA will cover those family situations as covered in the Agencies fringe Benefit package for the LEAVE FOR DEATH IN FAMILY section. The immediate family of an employee shall include spouse, mother, father, sister, brother, children, grandparents, father-in-law, and mother-in-law.