

**Policy Title: Family Medical Leave
Effective**

Policy Statement:

It is the policy of Georgia College and USG to comply with the provisions of the federal Family Medical Leave Act.

Related Definitions:

Eligible Employee: An eligible employee is defined as any employee (including part-time and temporary) of the University System of Georgia, who has been employed by the University System of Georgia for at least twelve (12) months total (not necessarily the last twelve (12) months), and worked at least 1,250 hours during the twelve (12) month period (i.e., student assistants and casual labor) immediately preceding the leave.

Immediate Family: Child, Spouse or Parent, but not in-laws.

Family Leave: Leave as defined by the Family and Medical Leave Act that allows the employees excused absences from their workplace due to: the birth, legal adoption or fostering of a child, the employee's own serious health condition, the serious health condition of a member of the employee's immediate family, leave due to a call to active duty or caregiver leave to care for a family member in the armed services who is recovering from an injury.

Care of a family member:

- Encompasses both physical and psychological care.
- Includes situations where the employee may be needed to fill in for others who are caring for the family member.
- May include intermittent leave.

Family member:

- **Spouse:**
- Spouse, for purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either: (1) Was entered into in a State that recognizes such marriages; or (2) If entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.
- **Parent:**
 - A biological parent of the employee.
 - An individual who stands or stood "in loco parentis" to an employee by providing primary day-to-day care or financial support when the employee was a child.
 - Coverage *does not* include parents-in-law.
- **Child:**
 - The employee's biological son or daughter under the age of 18.
 - A legally adopted son or daughter under the age of 18.
 - A foster child, stepchild or ward under the age of 18, legally placed with the employee.
 - Any such child over the age of 18 if the child is incapable of self-care due to a mental or physical disability.

- “Incapable of self-care” means requiring active assistance or supervision to provide daily self-care in three or more of the “activities of daily living (ADLs) or “instrumental activities of daily living (IADLs).
- A “mental or physical disability” is one that substantially limits one or more major life functions as defined under the Americans with Disabilities Act (ADA).

Serious Health Condition: See [Serious Health Condition](#)

Continuous & Intermittent leave

Leave for one’s own serious health condition, or for the care of a family member with a serious health condition, may be taken on a continuous basis - or on an intermittent basis in increments as small as one hour - if medically indicated. Georgia College has the discretion to determine whether to allow intermittent leaves for birth, adoption, or foster placement - or whether such leaves must be continuous.

Intermittent leave or reduced work schedule

- There must be a medical need for leave which can be best accommodated through an intermittent or reduced work schedule.
- An employee must attempt to schedule leave or reduced work so as not to disrupt the employer’s operations.
- The employer may assign the employee temporarily to an alternative position which the employee is qualified for with equivalent pay and benefits that better accommodates the employee’s need for intermittent leave or reduced work schedule for ones’ own serious health condition or that of a family member, or a covered service member.
- Intermittent leave may include leave periods of an hour or more, up to several weeks.
- Only the amount of leave actually taken is counted toward the 12 weeks of eligibility.

For example:

- an employee who normally works 5 days per week and takes off 1 day per week as intermittent FMLA leave is charged 1/5 of a week of FMLA leave
- an employee who normally works 8-hour days, but who works half-days under a FMLA reduced work schedule would be charged 1/2 week of FMLA leave.
- The granting of intermittent leave or a reduced work schedule for well-child care after the birth, adoption, or placement of a child is at the discretion of Georgia College and shall be based on basic need to accommodate request.

Rolling 12-month calendar

The retrospective 12-month “rolling year” period is measured backward from the date the employee began using FMLA leave.

To determine if an employee is eligible for FMLA leave during any given work week* on a “rolling year” basis, one looks back over the 12 months immediately preceding that week. If the employee has not utilized the equivalent of 12 weeks of FMLA-qualifying leave in the 12 months prior to the date in question, then the employee is eligible for that week of leave (assuming all other eligibility criteria are met). In utilizing a rolling year, this analysis may be conducted each week to determine continued eligibility.

*The fact that a holiday may occur within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. If, however, the institution's business operations have ceased, and employees are generally not expected to report for work for one or more weeks (e.g., during the winter holiday break), those days do not count against the employee's FMLA entitlement.

If a University System employee is working and residing outside of the State of Georgia, due to his/her employment situation, both the Federal law and a State law may apply, an employee is entitled to the most generous benefit provided under either law. The Chief Human Resources Officer may need to seek assistance from the University System Office of Legal Affairs for interpretation of applicable state law.

Change in Circumstances

During the course of taking FMLA leave, the circumstances regarding the leave may change. For example, the employee may discover that more leave than planned is necessary for recovery from the employee's own or a family member's serious health condition. Conversely, recovery may be faster than anticipated and less leave is required. The employee may wish to return to work sooner than planned.

The supervisor and/or the Office of Human Resources may require the employee to provide reasonable notice and supporting documentation as to the changed circumstances. Reasonable notice usually means within two (2) business days. If additional time off is requested, the employee must provide notification to the Office of Human Resources within 10 business days.

Health care provider

The following individuals licensed/authorized to practice in the state in which they practice, and performing within the scope of their practice as defined under state law:

- Podiatrists
- Dentists
- Clinical psychologists
- Optometrists
- Chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist);
- Nurse practitioners
- Nurse-midwives
- Clinical social workers
- Physician Assistants
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts
- Any health care provider from whom the University System's health care plans will accept certification of the existence of a serious health condition.
- Health care provider listed above who practices in a country other than the United States (who is authorized to practice in accordance with the law of that country, and who is performing within the scope of his/her practice as defined under such law

The phrase authorized to practice in the State as used in this section means that the provider must be authorized to diagnose and treat physical or mental health conditions.

Intent to Return to Work

The employee must periodically report to the Office of Human Resources regarding the employee's status and intent to return to work. Status generally refers to the employee's or the family member's progress in recovery from a serious health condition.

Any time the employee gives unequivocal notice of intent not to return to work, the University System's obligations under the FMLA stop. This means the University System is no longer obligated to maintain group health benefits for the employee, and the University System is not required to restore the employee to an equivalent job.

For example, an employee who is on FMLA leave for the birth of a child and care of that child might advise the supervisor she has decided to stay home with the child and not return to work. Once the employee advises the supervisor of this decision, the University System's responsibilities under the FMLA cease.

Notice for foreseeable leave

To take FMLA leave, the employee must provide the Office of Human Resources and supervisor with notice of the need to take leave. When providing notice, the employee is not required to identify the leave specifically as FMLA leave, but must provide sufficient information regarding the nature of the leave to enable the Office of Human Resources to make a determination of the applicability of FMLA. **In all situations, it is the Office of Human Resources responsibility to designate leave as FMLA leave.**

If the leave is foreseeable, the employee must notify the supervisor and the Office of Human Resources of the need for leave at least 30 days before the date leave is to begin. If the leave is foreseeable and the employee fails to provide the 30-day notice, The Office of Human Resources may delay the taking of leave until 30 days have elapsed after the date of the employee's notice.

Some possible examples of foreseeable need for leave are leave for the birth of a child and leave for elective surgery. However, there may be a change in circumstances or a medical emergency that necessitates the taking of leave earlier than anticipated. For example, an employee's doctor may decide that to protect the health of the employee, a baby should be delivered through surgery earlier than the estimated date of delivery. When the circumstances change and leave is needed earlier than anticipated, the employee should notify the supervisor as soon as practicable (depending upon the circumstances, usually within one or two business days).

Notice for unforeseeable leave

In complying with the requirement to provide the supervisor and the Office of Human Resources with notice of the need to take leave, the need to take leave may take place from an unforeseeable or unanticipated event. This could arise, for example, because circumstances have changed regarding planned leave or due to a medical emergency.

When the need to take leave is unforeseeable, the employee is required to provide the supervisor and the Office of Human Resources with notice of the need for leave as soon as practicable. This means, generally, that notice is provided within one or two business days of when the employee becomes aware of the need for leave. The timing of the notice is dependent upon the nature of the circumstances that cause the need for leave.

The notice may be provided in person, by telephone, telegraph, fax, or other electronic means. There may be circumstances in which the employee is incapable of providing notice personally. For example, the employee may be unconscious in the hospital. When this occurs, a representative of the employee, spouse, adult family member, doctor, attorney, etc., may provide the initial notice of the need for leave to the supervisor and/or the Office of Human Resources.

Protection from Discrimination

A supervisor may not take any adverse action or otherwise discriminate against an employee or prospective employee who has taken FMLA leave. A supervisor may not interfere with any rights provided by FMLA, including:

- Refusing to authorize FMLA leave.
- Discouraging an employee from using FMLA leave.
- Changing the essential functions of the employee's job to preclude the taking of FMLA leave.
- Reducing hours of work to avoid employee eligibility.
- A supervisor may not discharge or discriminate against any person (whether or not an employee) because that person has:
 - Opposed or complained about any unlawful practice under the Act
 - Filed a charge, or has instituted (or caused to be instituted) any proceeding under or related to the Act.
 - Given, or is about to give, any information in connection with an inquiry or proceeding relating to a right under the Act.
 - Testified, or is about to testify, in any inquiry or proceeding relating to a right under the Act.
 - Used FMLA leave

Rights & benefits of FMLA-eligible employees

FMLA allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish this in a manner that accommodates the legitimate interests of employers, and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women.

The following is a list of [your rights](#) and benefits as an eligible FMLA employee: (links open in new browser window)

- 12 weeks of [unpaid FMLA leave in a 12-month period](#)
- Continuation of [group health benefits](#) during FMLA leave
- Restoration to the same or an [equivalent job](#) upon return to work
- Retention of [accrued benefits](#)
- Protection from [discrimination](#) as a result of taking FMLA leave

Note: A supervisor may not take any adverse action against an employee for taking FMLA leave; however, any [personnel action/decision](#) that would have happened if the employee had continued in a work status may happen while the employee is on FMLA leave.

Overview

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to twelve (12) work weeks of leave during any twelve (12) month period. An eligible employee is defined as any employee (including part-time and temporary) of the University System of Georgia, who has:

- been employed by the University System of Georgia for at least twelve (12) months total (not necessarily the last twelve (12) months) worked, and;

- worked at least 1,250 hours during the twelve (12) month period immediately preceding the leave.

The University System of Georgia uses a “rolling” 12-month period (rather than a fixed calendar, fiscal, or academic year) to determine eligibility for, and availability of, leave time under FMLA. The 12-month period during which twelve weeks of family leave may be taken shall begin on the first day such family leave is taken. For example, if family leave begins August 1, 2002, the 12-month period is from August 1, 2002 until July 30, 2003.

An employee generally has a right to return to the same position, or an equivalent position in terms of pay, benefits, and working conditions. Certain “key employees” may be denied job restoration if they are among the highest-paid 10% of employees and if such denial is necessary to prevent substantial and grievous economic injury to the operations of the employer.

Leave under FMLA may be taken for one or more of the following reasons:

- The employee’s own **serious health condition**, including an on-the-job injury or occupational disease covered by Worker’s Compensation, which causes the employee to be unable to perform the functions of his or her job (see definition of [Serious Health Condition](#)).
- The **care** of an immediate **family member** with a serious health condition
- The birth and care of a **newborn child**
- The legal placement of a child with the employee for **adoption** or **foster care**
- A spouse, son, daughter or parent being on active duty or having been notified of an impending **call** or order **to active duty in the Armed Forces**. Leave may be used for any “qualifying exigency” arising out of the service member’s current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

Births and Adoptions under FMLA

[Intermittent leave](#) or a reduced work schedule may be granted for well-child care after the birth, adoption, or placement of a child at the discretion of the institution. Spouses employed by the University System of Georgia are jointly entitled to a *combined* total of twelve work weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or for the care of a parent who has a serious health condition.

Entitlement to this feature of FMLA leave expires at the end of the 12-month period that began on the date of the birth or placement. Any such FMLA leave must be concluded within this one-year period.

NDAAs

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act of 2008, an eligible employee may be entitled to up to twenty-six (26) work weeks of leave during any twelve (12) month period per service member and per injury or illness, for the following reason:

- A spouse, son, daughter, parent, or nearest blood relative **caring for a recovering service member**. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member’s office, grade, rank or rating. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted towards the twelve week leave entitlement.

Process/Procedures:

Eligibility:

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to twelve work weeks of unpaid leave during any 12-month period, for one or more of the following reasons:

- The employee's own **serious health condition**, including an on-the-job injury or occupational disease covered by Worker's Compensation, which causes the employee to be unable to perform the functions of his or her job.
- The **care** of an immediate **family member** with a serious health condition.
- The birth and care of a **newborn child**.
- The legal placement of a child with the employee for **adoption** or **foster care**.
- A spouse, son, daughter or parent being on active duty or having been notified of an impending **call** or order **to active duty in the Armed Forces**. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

Consistent with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act of 2008, an eligible employee may be entitled to up to twenty-six work weeks of leave during any 12-month period, for the following reason:

- A spouse, son, daughter, parent, or nearest blood relative **caring for a recovering service member**. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

Employee Responsibilities Under FMLA

FMLA allows employees to balance their work and family lives by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish this in a manner that accommodates the legitimate interests of employers, minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women. As an employee requesting family leave, you are expected to provide your supervisor with appropriate notification and documentation.

- To be entitled to leave, employees must give at least a 30-day advance notice for [foreseeable leave](#), or as much notice as is possible and practicable. An employee must first submit a request for FMLA or Non-FMLA, and must also obtain a [FMLA/Medical Certification form](#). For [unforeseeable leave](#), you must provide notice as soon as possible. The Office of Human Resources will provide you with written notice regarding the approval or denial of your request for family leave.
- Georgia College may require documentation of the need for leave by having the [health care provider](#) complete the [- Certification of Health Care Provider for Employee's or Family Member's Serious Health Condition](#). An employee must provide the requested certification to his/her employer within the time frame requested (Georgia College must allow at least 15 calendar days after its request), unless it is not practicable to do so despite the employee's diligent, good-faith efforts.
- Medical recertification may be required every 30 days for prolonged illnesses. Please get the [Form Certification of Health Care Provider for Employee's or Family Member's Serious Health Condition](#).

- For a personal serious health condition, you may be required to present a return to work medical evaluation clearance from your [health care provider](#) before being reinstated to active duty. Please get the [Medical Evaluation \(Return to Work\) form from the Office of Human Resources](#).
- You must make arrangements to pay your health insurance premiums if your leave is “unpaid”. Please contact the Office of Human Resources to make these arrangements.
- You must notify your employer of any [change of circumstances](#) for which your leave is being taken.
- You are expected to return to work by the end of the approved FMLA leave. If you do not return, and if failure to return is not due to a continued or newly documented qualifying serious health condition, you may be required to reimburse the institution for the employer portion of the health coverage premiums that it paid on your behalf during the leave, and you may be subject to disciplinary action up to including termination.
- Once you have reviewed your responsibilities, please consult the Office of Human Resources if you have further questions. Please review your [FMLA rights and benefits](#).

Military Notification:

Leave is available to covered family members of members of the National Guard or Reserves, or of retired military, who are on active duty, called to active duty, or are notified that they will be called to active duty in support of a contingency operation, as that is defined in various statutes governing military service. Leave is not available to regular members of the Armed Forces, and it is normally not available to members of state militias, unless they are called up in support of a U.S. operation.

The regulations define eight categories of “qualifying exigencies”:

- short-notice deployment (i.e., 7 days notice or less and only available for 7 days total);
- military events and related activities (such as ceremonies and briefings);
- child care and school activities (for non-routine matters);
- Care of the military member’s parent who is incapable of self-care
- financial and legal arrangements;
- counseling;
- rest and recuperation (up to 15 days);
- post-deployment activities (including debriefings or funeral services for up to 90 days following the termination of the covered military member’s active duty status); and
- any post-deployment activities within 90 days of the end of the military member’s covered active duty.
- any additional activities agreed to by employer & employee

Although intermittent and reduced schedule leave are available for qualifying exigencies, qualifying exigency leave counts against the employee’s 12-week per 12-month total allotment of FMLA leave. The employer may also request documentation of the need for qualifying exigency leave.

Employer’s Responsibilities Under FMLA (Supervisor or The Office of Human Resources)

- FMLA is unpaid, unless the designated employee has accrued sick and vacation leave hours and comp time.- It is also the responsibility of Georgia College to notify the employee that it has designated such leave as FMLA-qualified. Georgia College’ managers / supervisors along with the assistance of the Office of Human Resources, should review employee absences of more than 3 days in order to determine whether such time should be designated as FMLA leave.

- A supervisor should be aware of the [employee responsibilities](#) under FMLA. Should a supervisor be unfamiliar with the guidelines related to FLMA policy, they should seek assistance from the Office of Human Resources.
- As soon as possible, the Office of Human Resources should provide written notice to an employee when leave taken for a qualifying condition will be designated as family leave.
- If leave is taken as a result of a [serious health condition](#), please obtain a [Certification of Health Care Provider for Employee's or Family's Member's Serious Health Condition](#).
- If you have a question regarding whether an employee's leave should be designated as family leave, please contact the Office of Human Resources.
- Georgia College provides its employees with information regarding FMLA.
- Georgia College may request medical certification if there is reason to question the appropriateness of the leave or its duration. The [Certification of Health Care Provider for Employee's Family's Member's Serious Health Condition](#) may be used to recertify the leave. In addition, should Georgia College have reason to doubt the validity of a medical certification it may, at the employer's expense, require the employee to obtain a second opinion.
 - A supervisor may not directly contact a health care provider to request additional information, but he/she should consult with the Office of Human Resources if assistance is needed. Arrangements may be made for a health care provider representing Georgia College to contact the employee's provider, with permission, for clarification and authentication.
 - The Office of Human Resources should maintain contact with the employee to remain informed of any [change in the circumstance](#) for which leave is being taken.
 - The Office of Human Resources may request an attending physician to indicate when the employee may be able to return to work. Please obtain a [Medical Evaluation \(Return to Work\) form](#).
 - The Office of Human Resources will notify an employee when they could potentially exhausted all annual and sick leave. The purpose of this notification is to help the employee make arrangements to pay for health insurance premiums and other benefits premiums while not receiving a paycheck.
 - Please ensure you have provided information to the employee regarding his/her [Employee Rights & Benefits](#).
 - If an employee is not able to return to work by the end of the approved FMLA leave, he/she may be eligible to request additional personal leave under other University System of Georgia policies. The granting of such additional leave is at the discretion of Georgia College. In no case may all leaves combined exceed twelve months. If an employee does not return to work and is not granted additional leave, his/her employment will end on the last day of the approved FMLA leave.
 - The Office of Human Resources should follow the established institutional documentation procedures regarding retaining FMLA-related paperwork. If the employee is a member of the faculty, a copy of the documentation should be sent to the Office of Faculty Affairs/Academic Affairs. For a faculty member working toward tenure, a copy of the [Faculty Request for Extension of Probationary Period due to Family Medical Event form](#) should be completed and submitted to the Office of Faculty Affairs/Academic Affairs.

HIPAA

The Office of Human Resources is responsible for ensuring that the Health Insurance and Portability and Accountability Act of 1996 (HIPAA) guidelines are followed. The Office of Human Resources is responsible for protecting the privacy and confidentiality of all Personal Health Information (PHI) obtained as a result of an FMLA application and process. HIPAA guidelines will be applied to the use, maintenance, transfer, and disposition of healthcare records and information.

FMLA and Health Insurance

Whether utilizing paid or unpaid time, employees may continue their insurance benefits during FMLA leave by paying their portion of the premiums.

Definitions:

- **University System contribution** - the portion of your health insurance cost the University System pays as a benefit for you.
- **Premium** - the portion of your health insurance cost you are required to pay in conjunction with the University System's contribution.

Example:

You have missed work and have been on a leave without pay status for an entire calendar month. As a result, your premium and the University System contribution have not been paid. Under University System of Georgia policies, your health coverage is not current unless the University System's contribution and your premiums are paid for that month. In this example, your benefits summary is as follows:

- The University System's contribution towards your health coverage is \$400 per month.
- Your premium for your health coverage is \$100 per month.
- You must make arrangements to pay the \$100 premium.
- The University System will pay its contribution of \$400.

Employees on family leave without pay may also continue participation in other benefits options (i.e., dental, life, LTD, AD&D) by making arrangements to pay the premiums while not receiving a paycheck.

If you have any questions about your insurance as it relates to Family & Medical Leave, please contact the Office of Human Resources.

Postings

Georgia College shall post general notice about FMLA in either:

- a handbook or other document that is circulated annually (which may be in electronic format),
- an eligibility and rights and responsibilities notice,
- and a designation notice. Notices can be found in the Appendix to the new regulations at <http://www.dol.gov/whd/fmla/finalrule.htm>

Medical Certifications

If certification (or recertification) is incomplete or insufficient, Georgia College must provide written notice of what specific information is still needed and give the employee 7 calendar days to cure the deficiencies. If the certification is still deficient at the end of the seven days, Office of Human Resources may contact the employee's health care provider to clarify. However, the Office of Human Resources contacting the health care provider may not be the employee's immediate supervisor, and the individual may not ask health care providers for information beyond that required by the certification form.

FMLA and Leave

FMLA leave is unpaid (employers are not required to grant such leave as paid time off). However, when the absence qualifies for the use of sick leave, if available, sick leave must be used in conjunction with family medical leave before any period of unpaid absence. Once sick leave is exhausted, and employee will use any compensatory and any accrued annual/vacation leave prior to going on a Leave without Pay. Usage of annual/vacation leave in lieu of sick leave may be approved under the direction of the Office of Human Resources. (Exception: If your FMLA leave is a result of an on-the-job injury, you have the option of using unpaid leave even if you have paid leave available.)

Employees who accept light duty positions in lieu of taking time off from work under FMLA leave shall not have the time spent on light duty, counted against their FMLA entitlement.

Holidays

Holidays occurring during a full week of FMLA leave count as FMLA leave. However, if a holiday falls within a week when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

Overtime

If an employee is on intermittent or reduced schedule FMLA leave and would otherwise be required to work overtime hours, any overtime hours not worked due to the leave count as FMLA leave

Record Retention

Employment prior to breaks in service counts towards eligibility; however, FMLA regulations limit the time period. Employers are only required to look back 7 years to determine eligibility. Furthermore, because FMLA only requires files to be maintained for 3 years, the employee has burden to show eligibility if records of prior employment are no longer available.

Reason for the Policy:

To ensure compliance with federal, state and BOR regulations regarding Family Medical Leave.

Proposed Outcomes:

FMLA allows employees to balance their work and family lives by taking reasonable unpaid leave for certain family and medical reasons.

Applicability of the Policy:

This policy applies to all Georgia College full-time benefits eligible faculty and staff that are non-temporary.

Related Policies and State Law:

USG Policy on Family and Medical Leave Act:

http://www.usg.edu/hr/manual/family_and_medical_leave_act

US Department of Labor Family and Medical Leave Act:

<http://www.dol.gov/whd/fmla/>

Federal Regulations on Family and Medical Leave Act:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=abbd92cdf37c5d32de741cc5ccc1e81&rgn=div5&view=text&no-de=29:3.1.1.3.54&idno=29>

Policy Administration:
Chief Human Resources Officer