

## Family and Medical Leave Exempt and Nonexempt Employees

Frostburg State University's procedures in regard to Family and Medical Leave shall be governed by and administered in accordance with Board of Regents (BOR) Policy VII –7.50, *USM Policy On Family and Medical Leave*.

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

### Administration of Family and Medical Leave

For purposes of administration of Family and Medical Leave at Frostburg State University the following guidelines shall apply:

1. When an employee requests and is granted leave for reasons defined as "qualifying events" under The Family and Medical Leave Act (FMLA), the employee may use accrued sick leave, to the extent it is accrued and available, for any portion of that leave. (*See BOR Policy for examples of qualifying events.*)
2. In all instances where leave is granted pursuant to the FMLA, employees must exhaust all accrued paid leave including sick, personal, annual, and holiday prior to moving to unpaid Family and Medical Leave.
3. Advanced sick leave shall only be granted for the illness of the employee.
4. **FMLA will be administered on a calendar-year basis.**

The Office of Human Resources (OHR) is designated as administrator of Family and Medical Leave and all questions regarding the policy should be referred to the Benefit Coordinator. Supervisors shall immediately notify OHR of any employees in their department who have requested sick leave or family and medical leave due to a qualifying event. If the supervisor is unsure whether or not the event qualifies for FMLA leave, OHR should be contacted for clarification and guidance.

### Reference(s):

*USM Policy VII – 7.50, USM Policy On Family and Medical Leave*  
*FSU Employee Handbook*

*All policies are available on:*

*FSU Web Page*

*USM Web Page*

*FSU Employee Handbook*

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