

## PROCEDURE ON FAMILY AND MEDICAL LEAVE FOR NONEXEMPT AND EXEMPT STAFF EMPLOYEES

### I. Purpose

This procedure has been developed in accordance with [USM VII-7.50 Family and Medical Leave for Regular Nonexempt and Exempt Staff Employees](#).

### II. General Guidelines

For purposes of administration of Family and Medical Leave (FML) the following guidelines shall apply:

#### A. To qualify for FML:

1. The employee must have worked for the University for at least 12 months, and
2. The employee must have worked at least 1040 hours in the 12 months immediately preceding the date the leave is to commence.

#### B. FML is not a separate form of accrued leave, like sick or annual leave. FML allows a qualifying employee to take employment-protected leave (by first using available sick and annual leave and then unpaid leave) for up to 12 weeks for any of the following reasons.

1. To care for the employee's child after birth, or placement for adoption or foster care;
2. To care for the employee's spouse, son, daughter, or parent who has a serious health condition;
3. For a serious health condition of the employee, including pregnancy and recovery time, that renders an employee unable to perform his or her job; or
4. Any other reasons stated in [USM VII-7.50](#).

#### C. When an employee requests and is granted leave for reasons defined as "qualifying events" under FMLA, the employee may use accrued sick leave, to the extent it is accrued and available, for any portion of that leave.

#### D. 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 FML.

#### E. Advanced sick leave shall only be granted for the illness of the employee.

#### F. The University shall administer FML on a rolling twelve-month year basis.

### III. Other

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

IV. **Reference(s)**

[USM VII – 7.50 Policy on Family and Medical Leave](#)  
[FSU Employee Handbook](#)