



FACT SHEET Federal Family and Medical Leave Act (FMLA)

FMLA provides up to 12 weeks of job-protected leave in a 12-month period if you are qualified. FMLA is ONLY job protection and NOT wage replacement.

Please Contact **Benefits@rowan.edu** with any questions or concerns.

The process to request a leave of absence is online and can be found using this link: [Leave of Absence Request Form](#)

To start your leave, you must submit both of the following at least 30 days before your leave begins:

- Leave of Absence (LOA) Request Form.
- Medical Certification Form (needs to be received by HR within 15 calendar days of request form).

FMLA Qualifications:

- Employed for at least 12 months
- Worked 1250 actual hours in the previous 12 months

1.) FMLA protects leave for:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- The care for a child, spouse, or parent who has serious health condition.
- A serious health condition that makes the employee unable to work.
- Reasons related to a family member's service in the military, including Qualifying exigency leave - Leave for certain reasons related to a family member's foreign deployment, and Military caregiver leave – leave when a family member is a current servicemember or recent veteran with a serious injury or illness.

2.) Leave Schedule Type:

- Continuous
- Intermittent
- Reduced Schedule



3.) Employees may use:

- **Earned:** Sick, Vacation, Admin and/or Comp time to maintain your pay from Rowan.
- **Unearned:** Sick Time to maintain your pay from Rowan.
- Employees have the option to utilize their time or TDI/FLI for pay.
- Employees choosing to use their own time must use a minimum of two (2) weeks of earned sick time (if available) before earning them using vacation, admin, or comp time.
- If you do not have enough time in your banks to maintain your pay, you can apply for state disability/ Family Leave Insurance.

4.) The University uses a rolling 12-month period measured backward from the date FMLA leave is used.

Each time an employee takes FMLA leave, the remaining entitlement equals the balance of the 12 weeks not used in the preceding 12 months.

Example: You used 8 weeks of your 12-week entitlement; you will then have 4 weeks remaining at the time of approval.

5.) If your healthcare provider recommends extending your approved continuous leave, you must submit additional medical documentation to **benefits@rowan.edu**.

Extension from the same healthcare provider

If the extension is recommended by the same provider and is of the same medical condition, your documentation must include:

- The reason for the leave needs to be extended (this will depend on the medical circumstances).
- The expected duration of the continued absence.
- The anticipated return-to-work date.

Extension from a new healthcare provider

If a different provider is recommending the extension, you must submit a new Certification of Healthcare Provider form (med cert).



6.) If your leave extends beyond the 12-week FMLA entitlement you must contact **Benefits@rowan.edu** to discuss options.

7.) Continuation of benefits:

If you remain in a paid status, your benefits will continue while on your FMLA leave.

If on unpaid leave/ claiming state disability:

- You are responsible for your portion of premiums for up to three months.
- After three months, you are responsible for the full cost of health and prescription benefits.
- Dental benefits may be available through COBRA.
- Payments required by the due dates stated in your letter of approval.
- Failure to pay may result in cancellation of coverage.

8.) Before you are scheduled to **return to work**, you are required to send documentation from your provider regarding your ability to **return to work to benefits@rowan.edu**. If such documentation is not received, you will be unable to return to work until the documentation is provided.