

FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

PURPOSE

To outline the eligibility requirements and process used by West Virginia University (WVU) in order to comply with the Family and Medical Leave Act (FMLA) of 1993.

SCOPE

This policy applies to all West Virginia University employees, including those on regional and satellite campuses, who meet the eligibility requirements set forth in the statutes and regulations of the Family and Medical Leave Act of 1993.

POLICY

WVU recognizes and supports the need for employees to balance their work and family life in times of need. This is demonstrated by allowing eligible employees reasonable leave for the birth or adoption of a child, care of a child after birth or adoption, for the care of a child, spouse, or parent who has a serious health condition, or for an employee who has a serious health condition. The University strives to balance the demands of the workplace with the needs of employees in accordance with the provisions of the FMLA.

WVU will comply with the requirements of the FMLA by granting approved leave to eligible employees meeting the qualifications of the FMLA. Accrued paid leave will be charged, as appropriate, during this absence. Medical certification is required from an authorized health care provider. Health benefits will be maintained during FMLA leave, provided the employee makes applicable payment for his/her portion of the premium payment. Upon return from approved family medical leave (within the guidelines set forth in the FMLA), an employee is entitled to the same or an equivalent job at the same salary.

PROCEDURE

Additional information regarding this policy, key definitions, and the proper procedures can be obtained in the [Family and Medical Leave Act](#) procedure.

RESPONSIBILITY FOR IMPLEMENTATION

The Medical Management and Employee Relations Units in the Department of Human Resources are responsible for the administration of this policy. Employee or supervisory questions regarding this policy may be directed to the Medical Management Unit (293-5700 ext. 8) or the Employee Relations Unit (293-5700 ext. 5).

RESPONSIBILITY FOR INTERPRETATION

The responsibility for interpretation of this policy resides with the Assistant Vice President for Human Resources of West Virginia University.

Approved: Scott C. Kelley
Vice President

12/12/02
Date