

# BENCHMARK FMLA POLICY



# FMLA

- ▶ FMLA entitles eligible employees to take unpaid, job-protected leave.
- ▶ Benchmark provides Family and Medical Leave to its eligible employees.
- ▶ We post the mandatory FMLA Notices in the offices and provide all new employees with the information required by the Department of Labor (DOL).
- ▶ As Benchmark Leadership it is important that you have an understanding of our FMLA policy and can direct employees to Human Resources to learn more about potential help when needed.

# FMLA – Eligibility

- ▶ To qualify for leave under this policy the employee must meet all of the following conditions:
  - The employee must have worked for the company for 12 months or 52 weeks.
  - The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.
  - The employee must work in a worksite where 50 or more employees are employed.

*~FMLA is currently available to our Ohio locations only~*

# FMLA – Types of Leave

- ▶ There is a vast range of types of leave that can be covered from employee or family member medical, childbirth or adoption, military service and others.
- ▶ Please inform HR of any employee that might need FMLA coverage.
- ▶ HR will work with the employee to determine eligibility.



# FMLA – Amount of Leave

- ▶ An eligible employee can take up to 12 weeks of FMLA under this policy during any 12 month period.
- ▶ Or, up to 26 weeks in a 12 month period for an eligible military care giver.
- ▶ Leave can be taken consecutively or intermittently as determined by need and the health care provider.

# FMLA – Returning to Work

- ▶ An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider to return to work.
- ▶ Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.



# FMLA – Summary

- ▶ Benchmark will provide Family and Medical leave to its eligible employees.
- ▶ As Benchmark leadership, it falls on you to:
  - Alert HR of an employee with a potential need.
  - Direct the employee to contact Human Resources.



# Training Evaluation

Thank you for your interest and attention!

Please click here to take the required evaluation:

