

### ***What is Family and Medical Leave and How do I Apply?***

Federal and DC law provide staff and faculty who have a minimum of 12 months of service with unpaid job-protected leave for: 1) an employee's own serious health condition; 2) a family member's serious health condition; or 3) birth, placement or adoption of a child. DC law also provides for a certain amount of sick and safe leave to be used for designated purposes in the event that an employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse

A "serious health condition" is a physical or mental illness, injury or impairment that involves inpatient care, or continuing treatment by a licensed health care provider.

Available leave ranges from 12 weeks under Federal law, to 16 weeks under DC law for oneself and 16 weeks for a family member, within a designated period. In many cases, the Federal and DC leave will run concurrently. Leave may be taken intermittently for a serious health condition, or continuously for a serious health condition or birth/placement/adoption of a child.

To be eligible for job-protected Family and Medical Leave, 30 days advance notice must be given, wherever possible, and the FMLA Leave Request Form and medical certification must be submitted by the staff or faculty member to the Director of Benefits in the Office of Human Resources at tel. (202) 319-5050. See the [Family and Medical and Parental Leave Policy](#) for details and instructions.

Sick and safe leave provisions are set forth in the [Sick and Safe Leave Policy](#).

Per University policy, during periods of job-protected Family Medical Leave **staff** members are eligible to use their paid annual leave and, where applicable, paid sick leave for their own or a family member's serious health condition. Any paid sick leave for **faculty** members during periods of job-protected Family Medical Leave would be governed by [Temporary Disability \(Sick Leave\) Policy](#) in the [Faculty Handbook](#).

For additional resources and information regarding FMLA see the Office of General Counsel's Campus Legal Information Clearinghouse at <http://counsel.cua.edu/fedlaw/Fmla1993.cfm>.