September 9, 2002

HUMAN RESOURCES MEMORANDUM 03-01

TO: Administration
Information & Technology Exchange Center
Divisions/Centers

SUBJECT: Family & Medical Leave Act

The Family and Medical Leave Act allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least 12 months and for 1,250 hours over the previous 12 months.

Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- for a serious health condition that makes the employee unable to perform the employee's job.

For more information, please visit http://ttinet.tamu.edu/Benefits_Employment/Benefits/FMLA.stm to learn about your rights under FMLA. If you think you may have a qualifying event that entitles you to FMLA leave, please contact Leah S. Smith in the Human Resources office at your earliest convenience so that the appropriate paperwork can be mailed to you.

If you have any questions, please contact the TTI Human Resources office at 979/845-9538.

Gregory Richmond
Human Resources Officer