

Family Leave

Summary

The university's policy on family leave, including conditions applicable and how much is available to employees.

Purpose

To provide guidance to employees on the University's family leave policy.

Policy

Family Leave is available to employees who have been employed on a half-time basis or greater for at least 12 months.

Employees are eligible for up to 12 work weeks of leave during a twelve-month period commencing on the date the family leave begins. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated sick leave, the employee, after obtaining permission from the employer, may do so exclusive of the 12 weeks of family leave.

The employee may also utilize any accrued annual leave with the approval of the employer.

Family leave is granted in the event of:

- A. The birth of a child of the employee
- B. The placement of a child with the employee for adoption
- C. A serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence
- D. A serious health condition of the employee which renders the employee unable to perform the duties of his or her job

With certain exceptions as indicated in the Family Leave Act, family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his or her employee benefits during the period of leave with payment of Columbus State University's share in the payment of premiums. Approval by the Director of Human Resources must be requested on the appropriate form, which can be obtained from Human Resources. A comprehensive FMLA information policy can be found in Human Resources or by accessing the Human Resources website.

Related USG Policy

Human Resources Administrative Practice Manual

Last Update

6/5/18

Responsible Authority

CSU Human Resources