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FMLA

Concept

Description:

Employees can request a Family and Medical Leave. Available accrued paid leave (both disability leave and annual leave) must be used as outlined in the appropriate collective bargaining agreement or staff handbook before taking an unpaid family/medical leave, except that up to one week of annual leave may be held in reserve.

- Employees will be paid by using their accrued vacation and/or sick leave. There is no change to the employee's benefits.
- Once the employee has used all vacation and/or sick leave, they are placed on Unpaid Leave.

If the employee does have accrued vacation and/or sick leave to use during their Family and Medial Leave, please refer to the Paid Leave process.

If the employee does not have accrued vacation and/or sick leave to use during their Family and Medial Leave, please refer to the Unpaid Leave process.