



Family and Medical Leave Act (FMLA) Riverland Policy #4.25

PURPOSE:

To provide guidelines on implementation of the federal Family Medical Leave Act of 1993 (FMLA).

APPLICABILITY:

Consistent with the intent of the FMLA, Riverland Community College endeavors to balance the demands of the workplace with the needs of families in a manner that accommodates both the interests of the employee, the employee's family and the College.

Riverland Community College has adopted [Minnesota HR/LR Policy #1409](#) Family and Medical Leave Act (FMLA).

SCOPE: All employees.

DEFINITIONS:

FMLA Definitions are described in detail: https://mn.gov/mmb/assets/fmlapol-consolidated-1409_tcm1059-127556.pdf

DOES THIS POLICY HAVE A PROCEDURE? Yes.

Please refer to the collective bargaining agreement or personnel plan for additional information.

- 1. Employee Notice:** Notify the Human Resources (HR) Department of any leave of absence so HR can determine if the leave qualifies under FMLA.

An employee must provide at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with normal call-in Procedures.

Employees must provide sufficient information for the agency to determine if the leave may qualify for FMLA protection, and the anticipated timing and duration of the leave.

- 2. Extending Leave**

To extend an approved medical leave, submit a written request to Human Resources.

- 3. Returning to Work**

Contact HR and supervisor in advance to confirm the return to work date. Prior to returning to work, ask the health care provider to complete a Fitness for Duty Certification. Send the certification to Human Resources or bring it in on the return to work date. Work return may be delayed if this is not provided. Work with supervisor and Human Resources to accommodate work restrictions if necessary.

LIST RELATED POLICIES, PROCEDURES OR FORMS:

[HR/LR Policy #1409](#)

[HR/LR General Memo #2014-6 FMLA Guidance](#)

[Employee Rights & Responsibilities](#)

[US Department of Labor](#)

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Responsible Division / Author: Human Resources/ Chief Human Resource Officer

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