



## HR Topic – Family Medical Leave Act

- 1) True or False      Paid Sick time is the same as FMLA.
- Paid sick time is a benefit (like vacation and personal days). FMLA is a requirement and is unpaid. They run concurrently with each other.
- According to the Library's policy, paid time off is not specified as to what order the employee uses.
- 2) Leave taken under FMLA protects what?
- A) Health insurance (if the employee is covered under the Library's Health plan)
  - B) Attendance record
  - C) Job or position
  - D) All of the above
- 3) What are the two thresholds that employees need to meet in order to qualify for leave under the Family Medical Leave Act (FMLA)?
- A) The employee needs to be full-time and have been employed with the library for 2 years.
  - B) The employee must have worked for the library for 12 months and worked at least 1250 hours in the last 12 months.
  - c) The employee must have worked for the library for 12 months and has been paid for at least 1250 in the last 12 months.
  - d) None of the above, the library does not need to offer FMLA to its employees
- 4) True or False      Employees must take all 12 weeks of FMLA at one time
- Employees can choose to take time off in blocks of time and/or use it intermittently for appointments or sessions.
- 5) FMLA can be taken for
- A) The birth of a child and in order to care for such child;
  - B) The placement of a child with the employee for adoption or foster care;
  - C) To care for a spouse, son, daughter or parent with a serious health condition;
  - D) Because of employee's own serious health condition (that makes the employee unable to perform the employee's job)
  - E) All of the above

Bonus – when do you notify HR? When employee will be continually out or intermittently out for any of the reasons listed in #5