



Policy HR 12.7 FMLA and Military Caregiver Leave

Adopted by the Library Board of Trustees: 01/24/2013

1. Service Member FMLA

An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of twenty six (26) workweeks of **unpaid** leave during a single twelve (12) month period to care for a covered service member with a serious illness or injury incurred in the line of duty while on active duty, or which existed prior to active duty but was aggravated by service in line of duty while on active duty.

2. Qualifying Exigency Leave

An eligible employee may take up to (twelve) 12 work weeks of FMLA leave for any qualifying exigency related to the overseas deployment of an employee's spouse, son, daughter, or parent who is a member of the active or reserve component of the Armed Forces, including National Guard. This type of leave is only available when a member of the active or reserve component of our Armed Forces is deployed to a foreign country. This leave does not provide for any additional weeks of FMLA leave.

3. Covered Service Member

A "covered service member" includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the active or reserve component of the Armed Services at any time during the five (5) year period preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Military Caregiver Leave is measured forward from the first day leave is used and ends twelve (12) months later.

4. Administration

The Library Director or designee is responsible for administering this policy.