

Family Medical Leave – What to do if you must be away from work for a medical reason?

The Diocese of Charlotte Personnel Policies Handbook Section 374.B. provides information about Family Medical Leave. Leave provided under the Family Medical Leave Act (FMLA) is available to all eligible employees of the diocese.

To be eligible, you must have been employed by the diocese for at least 12 months, and you must have worked at least 1250 hours during the 12 month period prior to start of leave. Under the FMLA, if eligible, and if you have a qualifying reason for Family Medical Leave, you are entitled to up to 12 weeks of leave (or up to 26 weeks of leave to care for an injured or ill service member) during any 12-month period.

Family Medical Leave is unpaid leave, so you will be required to use your available accrued Sick and Vacation to provide income during the leave.

To find out if you are eligible and have a qualifying reason for Family Medical Leave, contact your Supervisor for further information.