



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION ANNEX BUILDING
1ST FLOOR
BATON ROUGE, LOUISIANA 70813

HUMAN RESOURCES OFFICE
P. O. Box 10400
BATON ROUGE, LA 70813

OFFICE: (225) 771-2680
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TO: Southern University System Employees

FROM: Tracie J. Woods, Esq.
Associate Vice President for Human Resources
Southern University System

SUBJECT: **Family Medical Leave Act (FMLA)**

DATE: February 20, 2019

The Southern University System (System) requires all employees and their healthcare providers to complete the enclosed documents. The Southern University System policy allows an eligible employee to use up to twelve (12) weeks of unpaid leave per year for the birth, adoption or receipt or through foster care of a child; the care of a seriously ill child, spouse or parent; or an employees' qualifying illness. Even though FMLA is unpaid leave, the System requires employees to use sick or annual, and/or compensatory time simultaneously. Family Medical Leave also provides special provisions for the families of military service members (see website below for details).

Please find below the FMLA criteria:

- (1) The employee must be employed by the System and/or another state agency for at least twelve (12) consecutive months preceding the leave; and
- (2) The employee has worked at least 1,250 hours during the twelve (12) months preceding the leave.

If you have any questions, please contact the Human Resources Office at 771-2680.

FML forms are available on the HR website @ www.subr.edu/humanresources/downloadableforms.htm
More on FMLA regulations can be found @ <http://www.dol.gov/compliance/topics/benefits-leave-FMLA.htm>

TJW/ss

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