



FMLA for Employees Policy Template

Welcome to our organization! We are committed to supporting our employees through various policies, including the Family and Medical Leave Act (FMLA). This policy provides eligible employees with job-protected leave for qualifying family and medical reasons.

To be eligible for FMLA leave, employees must have worked for our organization for at least 12 months and have worked at least 1,250 hours in the 12 months preceding the leave. FMLA leave can be taken for various reasons, including the birth or adoption of a child, caring for a family member with a serious health condition, or dealing with a serious health condition of their own.

During FMLA leave, employees are entitled to maintain their group health benefits and are guaranteed to return to their same or an equivalent position upon their return to work. It is important for employees to provide advance notice of their need for FMLA leave and to provide appropriate medical certification.

For more information on FMLA rights and responsibilities, please refer to the Department of Labor's official website on FMLA: <https://www.dol.gov/agencies/whd/fmla>

We are here to support you through the FMLA process and ensure that you have the information and resources you need. If you have any questions or concerns, please do not hesitate to reach out to our HR team.