

Military Family Leave Packet

Employees with a covered family member called to active military duty may be eligible for leave. This chart compares leave available under the Family & Medical Leave Act* and leave available under the State’s military family leave statute.

FML - due to Qualifying Military Exigency	Military Family Leave
Eligibility	
<ul style="list-style-type: none"> • 12 months employment • 1250 hours worked in last 12 months • Have not exhausted all FML for this fiscal year** 	<ul style="list-style-type: none"> • 12 months employment • 1500 hours worked in last 12 months • Have not exhausted all 10 working days for this calendar year**
Covered Family Members	
Spouse, Child, or Parent deployed in U.S. Armed Services to a foreign country.	Spouse, Child, Parent, Grandchild, or Sibling ordered to active duty in the U.S. Armed Services.
Purpose	
To provide a leave of absence for employees who are the spouse, child, or parent of a covered military member that involve specific activities. These activities are directly related to specific active duty of a covered military member.	To provide a leave of absence for employees who are the spouse, child, parent, grandparent or sibling of a member of the armed forces who is deployed for full time military service on active duty greater than 89 days.
Covered Activities/Events	
<ul style="list-style-type: none"> • Short notice deployment • Events and activities sponsored by military support organizations • Childcare arrangements and school activities • Financial and legal arrangements • Counseling arising from the family member's active duty • Rest and recuperation periods up to 5 days • Post-deployment activities • Additional activities as defined in policy 	<ul style="list-style-type: none"> • During the 30 days before active duty orders start • During active duty for a period of rest and recuperation • During the 30 days after active duty orders terminate
Forms	
<ul style="list-style-type: none"> • Certification of a qualifying exigency www.dol.gov/whd/forms/WH-384.pdf 	<ul style="list-style-type: none"> • Military Family Leave request form www.in.gov/spd/files/Military_family_leave_requestform.pdf
Application Process	
<ul style="list-style-type: none"> • Quick steps for submitting an FML request www.in.gov/spd/files/Quick_Steps_for_Submitting_FML_request.pdf • Quick steps for attaching FML documentation www.in.gov/spd/files/Quick_Steps_for_Attaching_Docs_to_requests.pdf 	<ul style="list-style-type: none"> • Submit completed Request Form to your HR Representative.



Time Limits for Requests	
<ul style="list-style-type: none"> • Same or next business day after learning of need for leave 	<ul style="list-style-type: none"> • 30 days in advance
Maximum Leave Allowed	
<ul style="list-style-type: none"> • 12 weeks in a fiscal year - this includes ALL approved FMLs occurring in same fiscal year 	<ul style="list-style-type: none"> • 10 working days in a calendar year
Use of Paid Leave	
<ul style="list-style-type: none"> • Comp Time earned by eligible employees must be used first • Employee may request use of Vacation or Personal Leave • Sick leave is NOT available. 	<ul style="list-style-type: none"> • Employee may request use of Comp Time • Employee may request use of Vacation or Personal Leave • Sick leave is NOT available.
Health Benefits	
<ul style="list-style-type: none"> • Health coverage is maintained during this leave • If unpaid for an entire pay period, employee will be billed for his/her portion of the insurance premium. 	<ul style="list-style-type: none"> • Health coverage is maintained during this leave • If unpaid for an entire pay period, employee will be billed for his/her portion of the insurance premium.
Additional Information	
<ul style="list-style-type: none"> • FML Policy 	<ul style="list-style-type: none"> • Military Family Leave Policy
www.in.gov/spd/files/fmlsp.pdf	www.in.gov/spd/files/Military_family_leave_policy.pdf
<ul style="list-style-type: none"> • Responsibilities and Procedures 	<ul style="list-style-type: none"> • Responsibilities and Procedures
www.in.gov/spd/files/fmlrandp.pdf	www.in.gov/spd/files/Military_family_leave_rp.pdf
Resources	
EASY Program AnthemEAP.com	USERRA Information http://www.dol.gov/vets/programs/userra/
Military OneSource www.militaryonesource.com	USO http://www.uso.org/about-us.aspx
National Military Families Association www.nmfa.org	American Red Cross http://www.redcross.org/what-we-do/support-military-families

* Family Medical Leave also allows eligible employees leave from work to care for a covered service member with a serious injury or illness. Information regarding this type of leave is not included here, so please review the [Family Medical Leave Responsibilities & Procedures](#) and call the number below if you have additional questions.

**fiscal year July 1-June 30

*+calendar year January 1-December 31

Have a question about Family Medical Leave?

Get your answers by dialing SPD's FML central number:
317-234-7955
or toll-free at
1-855-SPD-INHR
(1-855-773-4647)



