



FAMILY MEDICAL LEAVE  
For Employees of Indiana State Government

# Are you eligible for FML?

June 2015

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# To be eligible for family medical leave employees must have

- Been employed in an agency under the executive authority of the governor for at least 12 months (consecutive or non-consecutive), *and*
  - Note: Non-consecutive service prior to a break of seven (7) years or more is not counted in this calculation unless the break was due the employee's military service obligation.
- Physically worked 1,250 hours (both regular and OT) in the 12-month period immediately preceding the need for family-medical leave, *and*
- Not exhausted their allotment of family-medical leave in the current fiscal year.



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# If you are not eligible, then ...

- Ineligible Requests are Denied Automatically by the PeopleSoft FMLA module
  - The information in the email response will tell you why you were determined to be ineligible.
  - If, after reading the email message, you have questions, call the FML Line at 317.234.7955.



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# Leave may be taken for the following qualifying events

- Birth of employee's child.
- Placement of a child with employee for adoption or foster care.
- For the care of employee's spouse, child or parent who has a serious health condition.
- The serious health condition of the employee which prevents the employee from performing the essential functions of his/her job.
- Because of a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on covered active duty or call to covered active duty status.
- For the care of a covered servicemember with a serious injury or illness.



# Tips and Tidbits

- If the reason for leave is for your own serious health condition, and your continuous absence may last more than 30 days, then you may be eligible for the State's Short/Long Term Disability (S/LTD) Plan, even if you are not eligible for FML.
  - If you are eligible for both FML and S/LTD, then those leaves will run concurrently.
- Entitlement to family-medical leave will be exhausted at a maximum of 12 workweeks in a fiscal year (July 1 – June 30).
- Additional limitations apply for Parenting Leave for Newborn, Adopted, or Foster Child(ren) if both spouses are employees of the State of Indiana.
- Leave to Care for Covered Servicemember is subject to a unique 12-month period.



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# Have a Question?

## Call the SPD FMLA Line

**317-234-7955**

or toll free

**1-855-SPD-INHR**

**(1-855-773-4647)**



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