To schedule an appointment with Therese call 273-2423

My appointment

Time: ___________________________
Date: ___________________________

Location: 27 Gilchrist Hall

Directions
Enter through the lower level west doors of Gilchrist Hall.

Human Resource Services is on the south side of the building, and directly across from the stairs.

DISABILITY AND LEAVES CONTACT
THERESE CALLAGHAN
Human Resource Services
027 Gilchrist

Phone | 319-273-6164
therese.callaghan@uni.edu

www.uni.edu/hrs/benefits/fmla

FAMILY AND MEDICAL LEAVES
UNIVERSITY OF NORTHERN IOWA

UNI
I am understanding my leave options.
WHAT IS FMLA?
The Family and Medical Leave Act provides up to 12 weeks of unpaid, job-protected leave to eligible employees. Qualifying reasons for FMLA include:

- For an employee’s own serious health condition that makes them unable to perform their job;
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition;
- Incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care.

WHEN DO I NEED IT?
FMLA should be used any time a leave may qualify as FMLA. The FMLA provides job protection. An employee’s position is held while out on leave, and time qualified under FMLA cannot be used as a negative factor in employment actions.

HOW IS IT USED?
FMLA can be taken on a continuous, intermittent, or reduced schedule basis, depending on circumstances and when medically necessary.

WHY DO I NEED IT?
An employee’s use of accrued sick leave, vacation, or compensatory time is subject to supervisor approval. FMLA qualifies an employee’s need to use this time, and offers job protection while taking leave. For employees needing to take an unpaid leave, the FMLA provides benefit protection, ensuring “group health plan” coverage remains on the same terms if the employee had continued to work.

IS IT CONFIDENTIAL?
An employee using FMLA will need to inform their supervisor of their qualifying need for leave, and the parameters of their leave. Employees do not need to provide specific health related information. Certifications of Health Care Providers forms are kept confidential in HRS.

WHO IS ELIGIBLE FOR FMLA?
UNI Employees who have worked for a combined total of 12 months, and have worked 1,250 hours (approximately 60% time) in the last 12 months are eligible for FMLA. Calculation of hours worked does not include sick leave, vacation, or holiday hours used.

WHAT DO I NEED TO DO?
Call Therese Callaghan
319-273-6164
Forms can be found listed under forms and resources at:
www.uni.edu/hrs/benefits/fmla

REMEMBER
Time protected under FMLA does not need to be continuous. For example, if you are missing time from work due to a health condition, this time may qualify as intermittent FMLA leave.

www.uni.edu/hrs/benefits/disability