

relatives are defined as nieces, nephews, uncles, aunts. Arrangements for bereavement leave should be made through management.

### **Family & Medical Leave (FMLA)**

Irwin County complies with the **Family and Medical Leave Act (FMLA)**.

Eligible employees may take unpaid, job-protected leave for qualifying reasons.

We recognize that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, we will provide Eligible Employees up to a combined total of twelve (12) weeks of unpaid FMLA leave per Leave Year for the following reasons:

- **Parental Leave:** For the birth of a child or placement of an adopted or foster child.
- **Personal Medical Leave:** When an employee is unable to work due to his/her own Serious Health Condition.
- **Family Care Leave:** To care for a spouse, child, or parent with a Serious Health Condition.
- **Military Exigency Leave:** When an employee's spouse, parent, son, or daughter (of any age) experiences a Qualifying Exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and,
- **Military Care Leave:** To care for an employee's spouse, parent, son, daughter (of any age) or next of kin who requires care due to an Injury or Illness incurred while on active duty or was exacerbated while on active duty. NOTE: A leave of up to 26 weeks of leave per twelve-month period may be taken to care for the injured/ill service member.

### **Key Policy Definitions**

**"Eligible Employees"** under this policy are those who have been employed by our County for at least twelve months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the twelve-month period immediately preceding the date leave is to begin. However, employees should contact Human Resources to discuss other types of leave that might be available for the reasons listed in this policy.

**"Leave Year"** for the purposes of this policy shall be a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

**"Spouse"** means a husband or wife as recognized under state law for the purposes of marriage in the State where the employee resides.