

FMLA/Leave of Absence Guidelines

When taking a leave of absence in relation to an FMLA qualifying event, if eligible, you will need to apply for leave protection under the Family Medical Leave Act (FMLA). If you are not eligible, you will need to apply for a Personal Leave of Absence.

A leave of absence covered under FMLA ensures that your position (or an equivalent position) will be available when you return. Employees are eligible for FMLA if they have worked for a covered employer for at least 12 months, have 1250 hours of services in the previous 12 months and if at least 50 employees are employed by the employer within 75 miles. FMLA provides up to 12 weeks of unpaid job-protected leave for the following reasons:

- The arrival of a new child in the family -- whether by birth, adoption or foster care
- The care of a family member with a serious health condition
- The employee's own serious health condition that prevents the employee from performing the essential job duties
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.

As residents you are given one sick day per month at the completion of the month; this time is accrued over your residency. On your contract start date, you are also given 21 days of vacation per academic year; this time does not accrue.

When you take a Leave of Absence (FMLA or personal), you must use any accrued sick and vacation time. These days will be paid, and once you've used all your accrued time, your leave will be unpaid.

Below are the detailed steps needed to **apply** for your leave of absence:

For FMLA Leave:

Contact your Program Director, Program Coordinator, Chief Resident(s) to notify them of your need for a leave of absence. Your coordinator will then notify the UMKC-SOM Business Office who will arrange to have the paperwork sent to your house (your address in myHR must be up to date).

UMKC Human Resources will mail you FMLA information including copy of the FMLA Policy as outlined by the University of Missouri System and the FMLA papers to be completed by your physician, i.e. OB, in charge of your care.

Once the paperwork is completed, send the FMLA papers back to UMKC Human Resources, address listed below or fax to 816-235-5515. You will then be notified via mail of your approval.

226 Administrative Center
5115 Oak St.
Kansas City, MO 64112

For Personal Leave:

Contact your Program Director, Program Coordinator, Chief Resident(s) to notify them of your pregnancy and expected due date. Then complete the [Request for Leave of Absence](#) from the GME website and return it to your Program Coordinator for program approval. Once approved, this form

will be sent to the School of Medicine Business Office for review and approval, and then sent on to UMKC Human Resources for final review and approval.

To return from leave:

For all continuous leaves related to an employee's own serious health condition (FMLA or personal), you must have a fitness-for-duty certification from your physician saying that you can return to work. This note is given to your Program Coordinator, who will then forward it to the UMKC SOM Business Office.

Contact **Jessie Baker (816) 235-6612** in the UMKC SOM Business Office with questions.