**Draft for Discussion**

**Guidelines for Minneapolis Friends Meeting**

**Family Medical Leave Act**

The Minneapolis Friends Meeting acknowledges the Family and Medical Leave Act (FMLA) of 1993. The Family and Medical Leave Act is useful in helping employees balance their work and family responsibilities, accommodates the interests of the employer and needs of the employee. Employees are eligible for FMLA if they have worked at the Meeting for 12 months. FLMA may be used for the following events:

* for the birth and care of the newborn child of an employee;
* for placement with the employee of a child for adoption or foster care;
* to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
* to take medical leave when the employee is unable to work because of a serious health condition.

PROCESS: When an employee of the Meeting needs to invoke FMLA, the employee must request a leave as soon as is practical by notifying the immediate supervisor, and the clerk of Liaison and Review. The Clerk of L&R or the immediate supervisor will be responsible for reviewing the terms of the leave and informing the employee of the guidelines described here.

The first 4 weeks of an approved leave will be paid for by the Meeting (a maximum of 40 hours per week). Any leave time requested beyond the initial four week period requires the use of accrued vacation time. Any unpaid time requested in lieu of using of vacation will be at the discretion of the Liaison and Review Committee, in consultation with the Clerk of the Meeting. During a family medical leave, the Meeting will continue to pay health benefits, and retirement if applicable.

Additional information about the Family and Medical Leave Act is available at: http://www.dol.gov/dol/topic/benefits-leave/fmla.htm