

Sample Service Member Family and Medical Leave Announcement

The federal Family and Medical Leave Act (FMLA) has been changed to entitle eligible employees to take leave for a covered family member's service in the armed forces ("Service Member FMLA"). This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Service Member FMLA leave are governed by our existing FMLA policy.

Employee Entitlement to Service Member FMLA Leave

Service Member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the armed forces in support of a contingency plan
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the armed forces, provided that such injury or illness may render the family member medically unfit to perform duties of his or her office, grade, rank, or rating.

Duration of Service Member FMLA

- When leave is due to a "qualifying exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period.
- When leave is to care for an injured or ill service member: An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member.

Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

Service Member FMLA runs concurrently with other leave entitlements provided under federal, state, and local law. [Add if leave runs concurrently with the organization's vacation, PTO, or other forms of paid time away from work.]

Sample Service Member Family and Medical Leave Announcement, continued

Leave Under State Military Leave Laws

[If the organization has employees who work in one of the states that provides leave for family members of service members, add the following or notate the state law. The following states have laws that address military leave — this list may not be all-inclusive: California, Illinois, Indiana, Maine, Minnesota, Nebraska, and New York.]

A number of states provide leave for family members of service members. The entitlements for such leave differ from state to state. Our policy is to comply with such laws in any circumstances where they apply to employees of our organization.

For More Information

If you have any questions regarding Service Member FMLA leave, please contact [insert name of appropriate company representative] at [insert telephone number or e-mail].