

# FMLA Fact Sheet for Employers

## WHAT IS FMLA?

The **Family Medical Leave Act (FMLA)** is a set of workplace laws that entitles employees of covered employers to take unpaid, job-protected leave with continuation of group health insurance coverage.

## WHICH EMPLOYERS NEED TO OFFER FMLA LEAVE?

- ✓ Private employers with 50+ employees
- ✓ Elementary or secondary schools (public & private)
- ✓ Public figures

## EMPLOYERS WHO MEET THE ABOVE CRITERIA MUST OFFER:

**12 workweeks of leave in a 12-month period should be offered in the instance of:**

- ✓ Childbirth (within 1 year of birth)
- ✓ Adoption or foster care placement (within 1 year of placement)
- ✓ Serious health condition of a close family member
- ✓ Illness that takes away employee ability to perform essential job functions

**26 workweeks of leave during a single 12-month period should be offered to:**

**Military Caregiver employees:** employees who are taking care of a service member experiencing serious injury or illness. In order to qualify for Military Caregiver leave, you must be related to the service member in any of the following ways:

- ✓ Spouse
- ✓ Child
- ✓ Parent
- ✓ Next of kin

## FMLA COMPLIANCE CHECKLIST

- Display official FMLA poster in plain view for all workers to see
- Distribute General Notice upon hire
- Distribute Eligibility Rights & Responsibilities Notice to those requesting FMLA leave
- Provide Designation Notice to employees who have requested FMLA leave

## BerniePortal Compliance

With compliance at stake, administrators face a lot of pressure to understand and execute regulations surrounding employee notices—which is no easy task. So why not give yourself a little peace of mind? BerniePortal Compliance is an HR software feature that allows administrators to distribute notices, collect signatures, monitor employee participation and send reminders from a single location.

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