

# Hopkins Policy & Document Library (HPO)

## *Policy Buzz*

### *Family Medical Leave Policy FAQs*

<b>Policy Name</b>	<a href="#">Family and Medical Leave (HR924)</a>
<b>Planned Publication Date</b>	7/1/2020
<b>New or Revised Policy</b>	Revision of HR328
<b>Policy Manual Name</b>	<a href="#">JHHS/JHM Human Resources Manual</a>

### ***Purpose of the Policy***

The purpose of the Family and Medical Leave (FML) policy is outline the process that Participating Organizations will use to comply with the Family and Medical Leave Act.

### ***Scope***

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

### ***What You Need to Know***

- ✓ The Family and Medical Leave Act ("FMLA") allows eligible employees up to 12 workweeks of unpaid, job-protected leave in a 12-month period. Leave may be granted for the following qualifying reasons:
  - For the birth of a son or daughter, and to care for the newborn child within the first year;
  - For the placement of a son or daughter with the employee for adoption or foster care;
  - To care for the employee's son, daughter, spouse or parent who has a serious health condition;
  - Because of the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, including work-related injuries and illnesses;
  - To address a qualifying exigency (military qualifying exigency leave); or
  - To care for a covered service member (military caregiver leave).

For questions pertaining to this policy, please contact your local HR Business Partner or HR department.

**More Information:** See the entire policy by clicking on this link:

[https://hpo.johnshopkins.edu/enterprise/policies/157/43993/policy\\_43993.pdf](https://hpo.johnshopkins.edu/enterprise/policies/157/43993/policy_43993.pdf)

