



Leave – Family, Medical & Servicemember (6.22.12)

PURPOSE

In compliance with the Family and Medical Leave Act of 1993, as amended, (“FMLA” or “the Act”) it is the policy of Tennessee State University to provide eligible employees up to 12 workweeks of leave during a 12-month period for family or medical leave, or for a qualifying exigency; or, up to 26 workweeks of leave for military caregiver leave during a 12-month period for reasons specified in this Policy, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period.

POLICY

Please refer to TBR [Policy 5:01:01:14](#), Family, Medical & Servicemember Leave, for the most recent information.

PROCEDURE

Form - [Family and Medical Leave Act \(FMLA\) Request Form](#)

Form – [WH-380-E Certification of Health Care Provider for Employee’s Serious Health Condition](#) (PDF)

Form – [WH-380-F Certification of Health Care Provider for Family Member’s Serious Health Condition](#) (PDF)

Form – [WH-381 Notice of Eligibility and Rights and Responsibilities](#) (PDF)

Form – [WH-382 Designation Notice](#) (PDF)

Form – [WH-384 Certification of Qualifying Exigency for Military Family Leave](#) (PDF)

Form – [WH-385 Certification for Serious Injury or Illness of Current Servicemember – for Military Family Leave](#) (PDF)

Form – [WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregive Leave](#) (PDF)

REFERENCE

TBR [Policy 5:01:01:14](#)

Updated 6/2015