

# Family Medical Leave Act (FMLA)

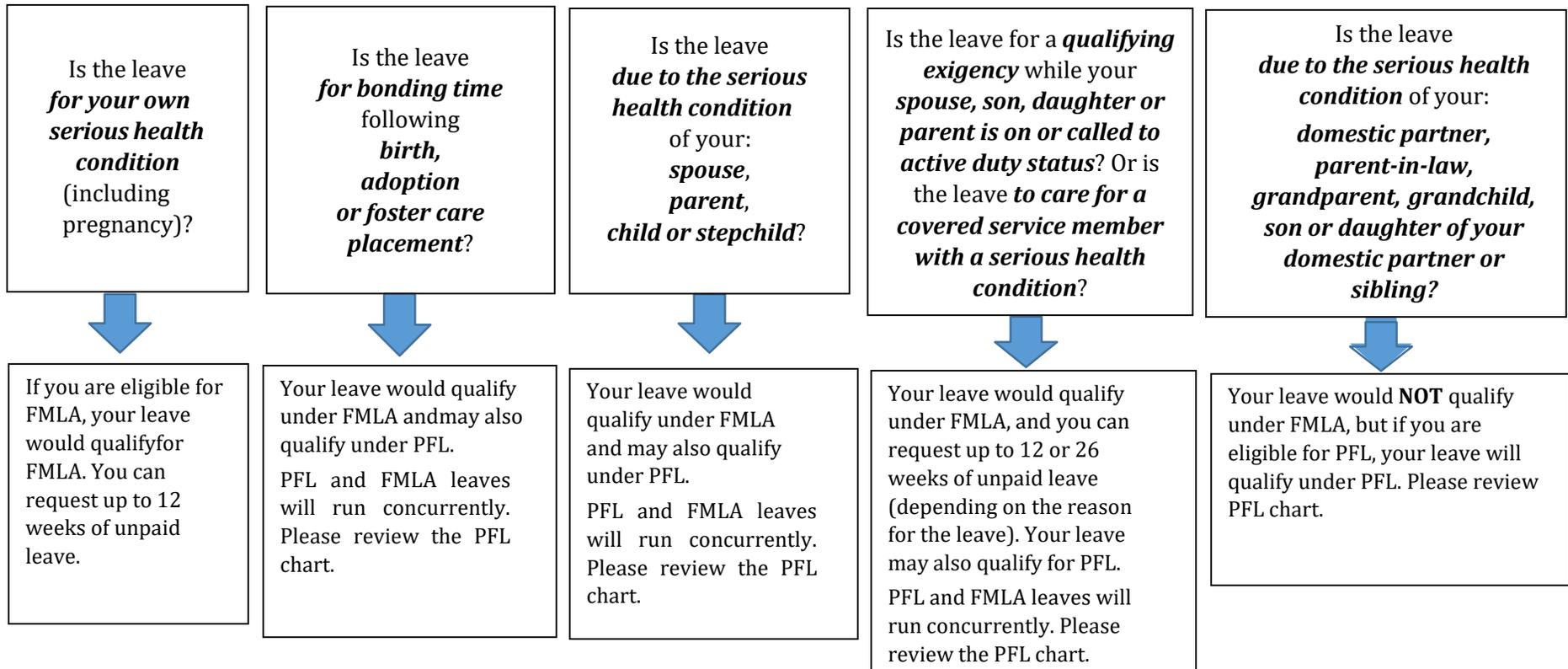
If you are requesting a leave under FMLA ...

## Step 1: Do you qualify for a leave under FMLA?

Have you worked 1,250 hours during the 12-month period preceding the first full day of your requested leave?

Not sure, call 718-430-2547.

## Step 2: Why do you need to take a leave?



Any requests for FMLA and supporting documentation should be returned to the Benefits Office for processing. If your leave also qualifies under PFL, the Benefits Department will designate your leave as PFL chargeable. PFL and FMLA leaves will run concurrently. FMLA is an unpaid leave, however you may substitute paid leave in the form of your accrued sick hours (for your own illness) or up to 56 hours of your accrued sick time under the New York City Earned Safe and Sick Time Law (for a family member), or accrued vacation if requested.

For information on the substitution of Paid leave during FMLA for your own serious health condition, please see chart.

**This information is provided as a general guide only and shall not alter or supersede Einstein's FMLA and PFL policies.**