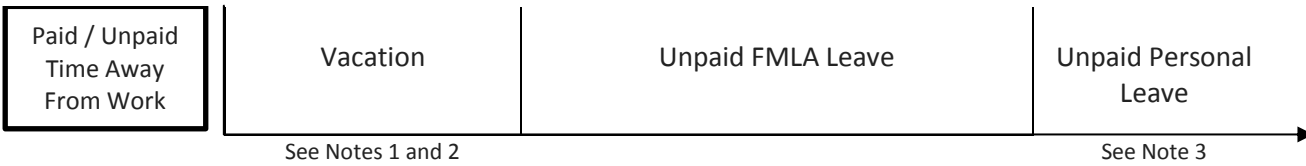


**Qualifying Exigency  
Instructional Staff \***

(A) Employee qualifies for FMLA

FMLA  
Usage

Absences for an FMLA qualifying event will be counted toward the employee's 12 weeks of FMLA eligibility from the beginning of the employee's absence.



**Notes:**

1. Consistent with unit practices, employee provides a timely, complete, and sufficient certification using the Department of Labor form [DOL Form WH-384](#)
  2. Use of vacation prior to the start of an unpaid FMLA leave is at the discretion of the employee. Regular instructional staff with a 12-month appointment are eligible for vacation.
  3. Unpaid personal leave is at the discretion of the department. If approved, begins when the employee's FMLA entitlement runs out. Any remaining vacation balance will be paid out in a lump sum at the start of a Personal Leave. Length of time an employee may be off work is governed by terms of the Unpaid Leaves of Absence (Instructional) SPG.
- \* The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (AFSCME, GEO, IUOE, LEO, MNA, POAM, Trades, etc.).