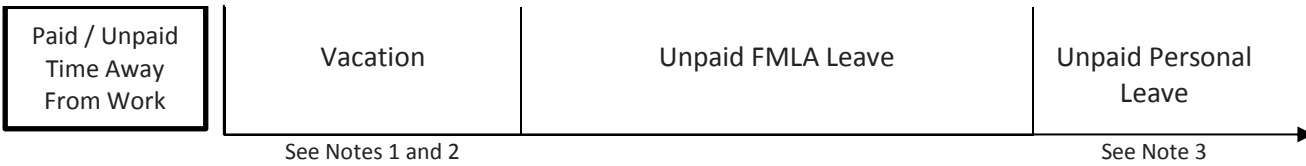


**Qualifying Exigency
Non-Bargained for Staff ***

(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.
Use the FML time code from the start of the absence until eligibility under the FMLA is exhausted



Notes:

1. 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.
 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 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.).