

Maternity Leave

FML runs
concurrently with
other paid leaves.

Family Medical Leave (FML)

Federally mandated leave that **protects your job**. Must meet eligibility requirements

UNPAID – 12 Weeks

Personal Sick Leave

6 weeks minimum; More if medically necessary.

**Paid Leave, Use
Code “FML”**

Parental Leave

Must be taken within 16 weeks of birth or adoption/foster placement.

**8-weeks of Paid Leave on
behalf of the employer,
Use Code “PAL”**

Vacation /Unpaid Leave

*Used if Sick Leave and Parental Leave
balances have been exhausted.
(Not FMLA protected beyond 12 weeks)*

**Paid Leave, Use Code
“FMV” or “FMU”**

**Contact HR if you need
to go on unpaid leave
status*

Employee must have FML designation (approved or not) and Parental Leave application on file before leave can be used.