

Paternity 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

Family Sick Leave

Up to 4 weeks or until sick leave balance is exhausted.

Paid Leave, Use Code "FFS"

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.