

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 Observatory, 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.