

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

Paid – Min. 6 weeks based on medical certification (if leave available). Can be more if needed.

Use ETK code “FML”

Parental Leave

Paid – 8 weeks

*If both parents work at Observatory, each parent eligible for 8 weeks

Use ETK code “PL”

Vacation/Unpaid Leave

Paid – Any time beyond sick and Parental Leave.
(Not FMLA protected beyond 12 weeks)

Use ETK 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 in ETK.