

This guide is a summary of the interaction of the FMLA with Parental Leave. For full details please consult the individual policies. If there are any discrepancies between this document and the policies, the policies shall prevail.

Please contact the Office of Human Resources (OHR) prior to taking leave. The Leave Benefits Specialist will consult with you about FMLA, Parental Leave, and completing your timesheet while on leave.

An eligible employee has been employed at least 12 months as a USM or State of Maryland employee immediately prior to the beginning date of FMLA, and has worked for at least 1,040 regular hours as a USM or State of Maryland employee immediately prior to the beginning date of FMLA.

- o Employees with at least 6-months but less than 12-months of employment may still qualify for Parental Leave.

Birth of the employee's child.

The placement of a child with the employee for adoption or foster care.

The need to take care of the employee's child within a 12-month period from birth or placement;  
and

In Loco Parentis (in place of a parent, an individual who has day-to-day responsibilities to care for a child).

A full-time employee may be eligible for up to 12 weeks (60 workdays) of FMLA.

A part-time employee may be eligible for FMLA based on their percentage of full-time equivalency.

FMLA entitlement occurs within a rolling 12-month period that is measured backward from the date an employee uses any FMLA.

FMLA must be completed within 12 months of the qualify

An employee must provide the OHR with complete, accurate, and timely information related to a request for leave, modification to the leave request, and return to work date. The following forms are to initiate the FMLA request:

*Faculty/Staff Request for Family Medical Leave*

*Certification of Health Care Provider – Employee*

*Certification of Health Care Provider – Family Member*

Group health coverage is maintained on the same terms as if the employee continued to work.  
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