

FREQUENTLY ASKED QUESTIONS

THE BASICS OF FMLA

1. What is Family and Medical Leave under the FMLA?

The Family and Medical Leave Act (FMLA) provides eligible employees with 12 workweeks of unpaid leave for certain qualifying events.

2. Who is eligible for Family and Medical Leave?

You are eligible for FMLA leave if you have been employed by Metro for at least twelve (12) months AND have worked at least 1,250 hours during the 12 month period immediately preceding the start of the leave.

3. Do the 12 months of service with Metro have to be continuous or consecutive?

No. The 12 months do not have to be continuous or consecutive. However, in reviewing your work history with Metro, if you have a break in service longer than 7 years, your prior time with Metro will not be counted, with one exception. If your break in service was due to National Guard or Reserve military service, then your prior service (beyond 7 years) will be counted.

4. Do the 1,250 hours include paid leave time or other absences from work?

No. The 1,250 hours include only those hours actually worked for Metro. Paid leave such as vacation and sick leave and unpaid leave, including FMLA leave, are not included.

5. How do I determine if I have worked 1,250 hours in a 12-month period?

Your individual record of hours worked would be used to determine whether 1,250 hours had been worked in the 12 months prior to the commencement of FMLA leave. You should consult with your HR Coordinator or supervisor to learn the total number of hours you have recorded.

6. Does Metro count the hours I devoted to fulfilling my National Guard or Reserve Military obligation toward the 1,250 hours required for FMLA eligibility?

Yes and No. Your actual hours of military service are not counted. The hours you would have worked for Metro had you not been away from work are counted together with the hours you actually worked for Metro to determine if you have accumulated the required 1,250 hours.

7. Are part-time or temporary/casual labor employees covered?

Both part-time and temporary employees may be eligible for FMLA leave if they have accumulated 12 months of service and 1,250 minimum hours.

8. How does Metro count an employee's FMLA leave?

Your 12-month period of entitlement is measured beginning on the first date you take FMLA leave. Your next period of FMLA entitlement would begin the first time you took FMLA leave after the end of any prior 12-month FMLA period. For example, if you needed a 12-workweek period of leave that began on April 1st of Year 1, your 12-month FMLA period would run from April 1st through March 31, of Year 2. If you did not need leave again until September of Year 2, at that point, you would be entitled to 12 workweeks through August 31 of Year 3.

