FMLA Administration Information

The University of West Georgia uses a rolling 12-month period (rather than a fixed calendar, fiscal, or academic year) to determine eligibility for, and availability of, leave time under FMLA. The 12-month period during which 12 weeks of family leave may be taken shall begin on the first day such family leave is taken. For example, if family leave begins August 1, 2014, the 12-month period is from August 1, 2014 until July 30, 2015. If you have questions about the rolling 12-month period, please contact Human Resources.

An employee has a right to return to the same position, or an equivalent position in terms of pay, benefits, and working conditions. Certain "key employees" may be denied job restoration if they are among the highest-paid 10% of employees and if such denial is necessary to prevent substantial and grievous economic injury to the operations of the employer.

(August 2014)