



## **FMLA - WHO? WHY? HOW?**

### **Purpose:**

FMLA allows employees to balance their work and family life by taking reasonable paid or unpaid leave for certain family and medical reasons.

### **Eligibility:**

In compliance with the federal Family and Medical Leave Act (FMLA), Kingman Healthcare Center provides eligible employees up to 12 weeks unpaid leave within any 12-month period for certain family and medical reasons. Employees are eligible for such leave if they have worked for Kingman Healthcare Center at least one year, have worked a minimum of 1,250 hours during the 12 months prior to the effective date of leave and have a qualifying reason for the leave.

FMLA is 12 weeks of paid or unpaid, job-protected leave for the following reasons:

- Birth of a child
- Care for an injured service member
- Adoption or foster care
- Care for your own serious health condition (All procedures and surgeries)
- Care for a child, spouse, or parent with serious health conditions
- Military service

### **FMLASource:**

Kingman Healthcare Center has teamed up with FMLASource to give employees access to experts who will answer questions, review guidelines, and provide information regarding a job-protected medical or family leave of absence.

### **Procedure For Applying for FMLA:**

1. Contact your Direct Supervisor or Human Resources
2. Complete FMLA Employee Request Form. The form can be found at [kingmanhc.org](http://kingmanhc.org).
3. Human Resources will submit FMLA requests to FMLASource.
4. A representative from FMLASource will contact employee to discuss required information and "Next Steps" regarding leave.

FMLASource will be the employees' primary contact during the leave of absence and will coordinate with Human Resources regarding the employees' return to work.

**Online: [FMLASource.com](http://FMLASource.com)   Email: [FMLACenter@fmlasource.com](mailto:FMLACenter@fmlasource.com)   Call: 877-462-3652**