

# FAMILY MEDICAL LEAVE

## What is Family Medical Leave?

Rochester Regional Health provides benefits to eligible employees in accordance with the **Family Medical Leave Act (FMLA) of 1993**.

## What else should I know?

- **Intermittent Leave** - FMLA may be taken intermittently or on a reduced scheduled under certain circumstances.
- **Paid Leave Eligibility** - Employees requesting FMLA will be evaluated to determine eligibility for concurrent paid leave.
- **Job Protection** - Employees returning from FMLA will generally be able to return to the same job or job with equivalent status, pay, benefits and other employment terms.

## What types of leave are covered under Family Medical Leave?

- **Bonding with a new child** within 12 months of birth, adoption or foster care placement
- A **serious health condition** that prevents an employee from performing the essential functions of their job or to care for a family member with a serious health condition
- Qualifying exigencies due to a **family member's active duty military service**



## How do I apply?

- FMLA is administered by **Lincoln Financial**, Rochester Regional Health's leave insurance carrier. To submit a claim, contact Lincoln Financial directly at **1-888-778-9217** or apply online at [www.mylincolnportal.com](http://www.mylincolnportal.com), company code **RRHLIBERTY**.
- Employees must provide at least **30 days' notice to Lincoln Financial** before their anticipated leave start date.
- **Please note:** employees on leave for their own medical condition must be cleared by **Employee Health Services** before returning to work.

\* For additional information and eligibility requirements, please refer to Family Medical Leave Act policy [HRBEN 06](#)