

# 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 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**

## What Else Should I Know?

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

## How do I apply?

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