



TOWN OF PLYMOUTH

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FAMILY AND MEDICAL LEAVE ACT

The following is some very general information on the Family and Medical Leave Act, (FMLA). Notices are posted at work sites. If you have any specific questions, please contact Patricia Flynn, Director of Human Resources.

On August 5, 1993, the Family and Medical Leave Act went into effect. Public employees are eligible if they have completed 1,250 hours of work and have been employed for 12 months. There are special provisions for leave if both spouses work for the same employer.

Eligible employees are entitled to 12 work weeks of unpaid leave in any 12 month period for the following reasons:

1. Birth, adoption or foster care of a child.
2. Care for a seriously ill spouse, child or parent.
3. Care for the employee's own serious health condition.

If the employee is entitled to any type of paid leave, such as vacation, personal, family or sick leave, the employee is required to use paid leave concurrently with Family Medical Leave.

If the need for the leave is foreseeable, the employee must provide reasonable notice and make every effort to schedule the leave so as not to disrupt operations. The employer may require certification by a medical provider. During the leave period, the employer must maintain health care coverage at the same level and under the same conditions that benefits would have been provided had the employee not taken leave. Upon return, the employee must be restored to the same or equivalent position in most circumstances.

