Cooperative Extension is covered by state and federal Family Medical Leave Acts (FMLA). The federal FMLA is generally more comprehensive and therefore is generally the standard that guides our policy and actions. The following information reflects the Cooperative Extension policy for unclassified staff regarding implementation of state and federal FMLA laws. Information on FMLA laws for Cooperative Extension classified staff is available from the UWEX Human Resources office.

WHO IS COVERED BY FMLA?

Cooperative Extension unclassified staff who meet the following two qualifications are covered by FMLA. They must:
1. Have worked for the State of WI for at least 12 months (consecutive or nonconsecutive) AND
2. Have worked at least 1,000 hours for the State of WI during the 12 months prior to the start of FMLA leave.

TIME AWAY FROM WORK PROVIDED BY FMLA

Eligible Cooperative Extension unclassified staff are entitled to a maximum of 12 workweeks of leave in a calendar year (July-June) for qualified reasons without loss of employment. The leave may be paid leave, unpaid leave or a combination of the two. The qualified reasons for FMLA leave are:
1. For the birth of a child and to care for the newborn child (within established limitations); OR
2. For the placement of an adopted or foster child with the family and to care for the newly placed child (within established limitations); OR
3. To care for an immediate family member (spouse, dependent child or parent – but not parent-in-law) with a serious health condition; OR
4. When the employee is unable to work because of a serious health condition.

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves:
1. Incapacity due to patient hospital care; OR
2. Incapacity requiring absence from work at least 3 consecutive days and receiving treatment from a health care provider; OR
3. Incapacity due to pregnancy (and prenatal care); OR
4. Incapacity due to chronic conditions; OR
5. Incapacity due to permanent/long-term conditions for which medical treatment may not be effective; OR
6. Absences to receive multiple treatments from a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated.

COUNTY DEPARTMENT HEAD REPORTING EXPECTATIONS

If a county Department Head believes a Cooperative Extension employee in his/her department is absent from work for reasons applicable to FMLA, the Department Head should bring this to the immediate attention of the District Director or County Director who has delegated authority to act on behalf of Cooperative Extension. If the District or County Director is not available, alert Cooperative Extension Human Resources or the Associate Dean. Information regarding medical leaves is confidential and will only be shared on a “need to know” basis.