

Summary of Family & Medical Laws and Policies

Federal Family and Medical Leave Act of 1993

The federal law provides qualified Cooperative Extension employees with up to 12 workweeks of unpaid absence from work during a 12-month period for reasons of personal or family health without loss of employment. The leave may be full-time, part-time or intermittent. Paid leave can be substituted for unpaid leave. Spouses who are both employed by Cooperative Extension are entitled to a combined total of 12 weeks unpaid leave to care for a child or other family member as described below. Covered situations are:

- Birth of and care for a newborn child.
- Adoption of child and care for adopted child.
- Care for a spouse, child or parent (but not parent-in-law) with a serious health condition.
- An employee unable to work because of a serious health condition.

State of Wisconsin Family or Medical Leave Act (Wis Stat 103.10(3)&(4))

This statute guarantees employees specified amounts of unpaid absence from work for reasons of personal or family health without loss of employment. An employee can substitute paid or unpaid leave of any other type provided by the employer for family or medical leave. Medical certification of the family member's serious health condition or an explanation of the extent to which the employee can't perform employment duties is permitted.

103.10(3) Family leave

- 6 weeks in a twelve-month period for the birth or adoption of a child if the leave begins within 16 weeks of the child's birth or placement.
- 2 weeks in a twelve-month period to care for a child, spouse or parent with a serious health condition.

103.10(4) Medical leave

- 2 weeks in a twelve-month period for employee with serious health condition that makes employee unable to perform employment duties.

UWEX Unclassified Personnel Guideline #8 – Sick Leave

This UWEX policy provides for the use of accrued paid sick leave for the following purposes:

- Personal illness, injury, disability or pregnancy.
- Direct care for an immediate family member.
- Death of a family member.
- Up to 30 days in a 12-month period the birth or adoption of a child if the leave begins within 16 weeks of the birth or placement

(Per UWS Unclassified Personnel Guideline #10, written certification from a health care provider is required for use of sick leave for absences of more than five consecutive full working days when such leave is not authorized in advance.)

UWEX Unclassified Personnel Guideline #16 – Family Leave

This UWEX policy provides Cooperative Extension unclassified employees with the following unpaid leave in a 12-month period:

- Up to 6 months for the birth or adoption of a child if the leave begins within 16 weeks of the birth or placement (can be extended with employer approval).
- Up to 12 weeks to care for a family member (can be extended with employer approval).
- Up to 2 weeks in the event of the death of a family member (can be extended with employer approval).
- Up to 2 weeks for personal, legal, education, financial or other substantive matters involving the employee or employee's family (can be extended with employer approval).