

Camden County Council No. 10 wants you to be aware of your rights under the federal and state Family and Medical Leave Acts. If you qualify under these Acts, your employer must grant you time off from work and this time off cannot be held against you if your attendance record becomes an issue .

You are entitled to leave of up to 12 weeks within a 12-month period (or a 24-month period in certain situations) for any of the following:

1. the birth or adoption of a child or the placement of a foster child in your care;
2. to care for a parent, child or spouse with a **serious health condition**; or
3. your own **serious health condition**.

A **serious health condition** is defined as an illness, injury or condition which either

1. requires inpatient care in a hospital, hospice or residential medical care facility, or
2. requires continuing care by a health care provider which means:
 - a. incapacity for more than 3 consecutive days that also involves treatment twice or more by a health care provider **or** treatment at least once by a health care provider which results in a regimen of continuing treatment; or
 - b. any period of incapacity for pregnancy or prenatal care; or
 - c. any period of incapacity due to a chronic serious health care condition which requires periodic visits to a health care provider; or
 - d. a permanent or long term period of incapacity for which there is no effective treatment; or
 - e. any period of absence for multiple treatments for injury or other condition which would result in an absence of more than 3 days if left untreated.

If your need for leave is known in advance you must give your employer 30 days notice. If your need for leave is not known in advance, you must give your employer notice within 2 business days or as soon as practicable. You must give your employer enough detail about your need for leave so that your employer is able to know that it qualifies as Family and Medical Leave. Simply calling off sick is not sufficient. If you have a chronic serious health condition, which causes you to miss work on occasion, let your employer know in advance of your health condition. Your employer can ask you for medical documentation to support your request and you must comply. Your employer can also require you to use your accrued leave time for this purpose if you have time on the books. Unless you use your paid time, your employer is not required to pay you your salary when you are on Family and Medical Leave. However, your employer must continue your health benefits while you are on leave. You have the right to go back to your same job or an equivalent one at the end of your leave under the same terms and conditions as when you left.

You may take your leave in whatever amounts you need, up to the maximum allowed. This means you can take it in consecutive weeks, or in intermittent days, or hours, or however it is needed. There may be other qualifications which you need to meet. If you need more detail, or assistance, see your union shop steward or trustee.