



Policy Name:	Family and Medical Leave Act Policy					
Section Number:	3.06	Section Title:	Human Resources			
Policy Owner:	Director of Human Resources		Last updated:	July 2022	Reviewed:	August 2021
Status:	Active		Due for Review:	August 2026		

The Family and Medical Leave Act (FMLA) was passed in 1993 and guarantees employees unpaid time off for family or medical reasons. FMLA is administered through the U.S. Department of Labor and provides job-protected leave for specific family and medical reasons with continuation of group health insurance coverage. Employees are entitled to twelve workweeks per fiscal year for their own serious health condition, birth of a child and care of a newborn, care for spouse, child, or parent who has a serious health condition, or for a service member’s family to provide care in the event of serious illness or injury of the service member.

FMLA is an entitlement provided for job-protected leave and is guaranteed for employees regardless of whether or not accrued paid leave balances exist; therefore, all FMLA should be handled consistently according to the instructions provided.

Jones College employees employed one-half time or more and for at least twelve (12) consecutive months prior to requesting leave under this policy may be granted leave without pay for up to twelve (12) weeks (or 26 weeks in the case of Service member Family Leave) in any 12-month period measured forward from the date an employee begins leave for the following reasons:

1. Birth or adoption of a child—leave must be within twelve months of the event
2. Care of a spouse, child, or parent who has a serious health condition
3. Serious health condition of the employee

In order to request Family Medical Leave, employees must notify the Human Resources Department at least 30 days in advance whenever possible. When notification cannot be made within the 30-day limit, notification must be made as soon as practicable. The Human Resources Department will provide the employee with the appropriate medical certification forms (WH-380-E, WH-380-F, WH-384, or WH-385). The medical certification forms must be completed and returned to the Human Resources Department within 30 days of receipt.

Employees eligible for Family Medical Leave are required to use vacation and sick leave concurrent with the family medical leave. Sick leave must begin on first day of FMLA directly followed by Vacation leave and be used consecutively until exhausted. No additional sick or vacation days will accrue during the FMLA whether paid or unpaid. Accrual of sick and vacation days will resume when employee returns to work.

JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.