



Family and Medical Leave

Did you know Family and Medical Leave (FML) is job-protected leave available to eligible faculty and staff for the care of yourself or a family member? FML provides up to 12 workweeks (480 hours) of paid or unpaid leave during a 12-month period for a qualifying event.

Eligibility for FML	Qualifying FML Events
<ul style="list-style-type: none">• Employed by Ohio State for at least 12 months• Worked 1,250 hours in the 12 months immediately preceding the commencement of the leave	<ul style="list-style-type: none">• Serious personal health condition• Birth of a child• Placement with the employee of a child for adoption or foster care• Care for a child during first year following birth, adoption or foster care placement• Care for an immediate family member who has a serious health condition as certified by a health care provider

For more information, refer to the Family and Medical Leave Policy 6.05 (hr.osu.edu/policy/policy605.pdf)

To file for FML:

STEP 1: Contact your direct supervisor to report your absence.

STEP 2: Enter your request for leave in Workday with a start date and estimated end date.

STEP 3: Your Leave Administrator will provide you with documentation; complete and return it within 15 calendar days.

Questions? Contact your HRConnection or your OHR Leave

☎ Phone: (614) 247-myHR

✉ E Mail: hr LeaveAdministrator@osu.edu

☎ Fax: (614) 292 8844