

Summary of Revisions to Family Medical Leave, 6.05 Policy Effective April 10, 2023

Family Medical Leave (See full revised policy [here](#))

Summary of Changes

- Adds gender neutral language throughout.
- Updates form titles throughout.
- Updates terminology to be consistent with Workday terminology and policy titles/language throughout.
- Updates the eligible employee definition, to make it consistent with federal law language. (Definitions, p.1)
- Updates the definition of “Full-time equivalency,” consistent with updated definition used in policies revised since the Enterprise project. (Definitions, p. 1)
- Updates the definition of “Leave” to make it consistent with how the term is defined in other HR policies. (Definition, p. 2)
- Deletes reference to former conflict of interest policies which were owned by several responsible offices throughout the university, and inserted reference to the unified Outside Activities and Conflicts policy. (Policy Details IV.C., p. 4)
- Adds language to clarify that employees must request FML in Workday. (Procedure I.A.3 p.5)
- Updates Responsibilities Table, Resources and Contacts. (pp. 8-10)



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