

## “Rolling” 12-month period FMLA

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks of unpaid, job-protected leave for specified family and medical reasons within a 12-month period. ISU calculates an employee’s FMLA entitlement using a “rolling” 12-month period, measured backward from the date of an employee’s first use of FMLA leave for a given qualifying event.

### Example 1:

Michael requests three weeks (120 hours) of FMLA leave to begin on February 1st. UHR Employee/Labor Relations will review leave taken during the prior 12 months (February 1st of the previous year to January 31st of the current year) to determine if any FMLA leave had been used. Since Michael had not taken any previous FMLA leave during the lookback period, he is entitled to the requested 120 hours and will have the remaining balance of 360 hours for future qualifying leave.



### Example 2:

Patricia requests two weeks (80 hours) of FMLA leave to begin on April 1st. UHR Employee/Labor Relations will review leave taken during the prior 12 months (April 1st of the previous year to March 31st of the current year) and determines that she had taken 160 hours of FMLA leave beginning June 1st, 160 hours beginning August 1st, and 120 hours beginning November 1st. Since Patricia has taken 440 hours of FMLA leave in the 12-month period, 40 hours of FMLA-protected leave are available. After Patricia uses the 40 remaining hours in April, she can next take FMLA leave beginning June 1st once the hours taken in the previous June leave “roll off” the leave year.

