



FMLA / Non- FMLA



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What is FMLA?

FMLA stands for the Family and Medical Leave Act.

Offering FMLA is a federal requirement for Beacon.

FMLA entitles eligible employees to take up to 12 weeks of unpaid job protected leave in a 12-month period for specific family and medical reasons.

Eligible employees also have the right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered service member with a serious injury or illness.

Who is eligible for FMLA?

An eligible employee must have the following:

- Work for a covered employer (like Beacon!)
- Has worked for 12 months or more.
- Has worked at least 1,250 hours during that 12-month period.

What events are covered by FMLA?

- The birth and care of a newborn of the employee.
- The placement of an adopted child.
- The care of an immediate family member with a serious health condition.
- The employee's own serious health condition.
- Care for an immediate family member in active service that was injured or is ill.

What is Non-FMLA and Who is Eligible?

Employees that have worked at Beacon for less than 12 months and require time off for a medical reason or to take care of a family member who is injured or ill can submit a request for Non-FMLA.

Although the benefits of FMLA are not federally required to be offered to Non-FMLA eligible employees, Beacon offers them anyways.

What is Non-FMLA and Who is Eligible?

Non-FMLA employees can take up to 12 weeks of unpaid job protected leave in a 12-month period for specific family and medical reasons. Beacon will require an updated doctor's note every 30 days.

Non-FMLA employees have the right for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered service member with a serious injury or illness.

FMLA & Non-FMLA

Both offer unpaid time off.

Both have job security.

FMLA is required to be tracked and has up to 12 weeks per calendar year.

Non-FMLA is not federally required but is a perk for all Beacon employees for up to 12 weeks per calendar year.

Requesting FMLA

Fill out the FMLA/Non-FMLA Request Form located on BaseCamp and submit to HR as soon as possible.

Complete a Change of Status in ADP when the employee goes on leave.



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FMLA Event Notification

This form is to be completed and sent to Human Resources. Notifications must be made 30 days prior to event for non-emergency, scheduled events. Please refer to the FMLA policy for further details. Please print clearly and send form to HR Department.

Name: _____ Today's Date: _____

Mailing Address: _____ City, St, Zip: _____

Beacon Hire Date: _____

Leave Beginning Date: _____ Leave Ending Date: _____

Reason for Leave:

- Your own serious health condition
- The birth of a child, or placement of a child with you for adoption/foster care
- Because due to his/her serious health condition, you are needed to care for your:
 - Spouse
 - Child
 - Parent
- Because you are a covered service member with a serious injury or illness of your:
 - Spouse
 - Child
 - Parent
 - Next of Kin

Last 4 digits of Social Security Number: _____ Gender: Male Female

Job Title: _____ Normal Work Schedule: _____

Signature: _____ Date: _____

Requesting non-FMLA

Fill out the Leave of Absence, Non-FMLA/Non-Military Request Form located on BaseCamp and submit to HR as soon as possible.

Complete a Change of Status in ADP when the employee goes on leave.



Leave of Absence, Non-FMLA/Non-Military Request Form

Name: _____ Date: _____
Address: _____
Telephone Number _____
Personal E-mail _____
Status (check one): Exempt Non-Exempt Full-Time Part-Time
Location: _____ Job _____
Title _____ Hire Date _____

Employee Statement: (To be completed by the employee)

INITIAL REQUEST

I, _____, request a leave of absence to begin _____ and to end _____ for the following reason: (check one)

Non-FMLA Personal Medical (Must be accompanied by a Physicians' Note)
 Leave due to Domestic Violence
 Leave due to criminal acts or natural disasters affecting the employee
 Military Family Members Military
 Other _____

Additional documentation may be required, please contact Human Resources.
I have read and fully understand the information contained on this Leave of Absence policy, located at www.Beaconemployee.com

Employee Signature & Date

Using PTO During FMLA/Non-FMLA

Employees can use up to 40 hours of their PTO during a FMLA or Non-FMLA by applying for Michigan Paid Medical Leave (form located on BaseCamp).

The Michigan Paid Medical Leave cannot be approved unless medical documentation with a doctor's note is provided.

Once approved, HR will submit to Payroll and the balance will be applied on the next paycheck.

Using LPTO During FMLA/Non-FMLA

Employees may use any or all their LPTO hours during FMLA or Non-FMLA leave.

Approval must still be obtained by submitting a Michigan Paid Medical Leave request.

Please note: LPTO can be used during leave but cannot be used to cover sick days where FMLA/Non-FMLA was not submitted.

FMLA Status Updates

Employees eligible for FMLA should include their expected return to work date on the request form and in their doctor's note.

If the expected return date changes, employees will be asked to provide documentation from their physician.

Non-FMLA Status Updates

Employees eligible for Non-FMLA should include their expected return to work date on the request form and in their doctor's note.

Non-FMLA employees must provide documentation from their doctor every 30 days.



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