

# WHO TO CONTACT FOR MORE FMLA INFORMATION?

Any questions concerning the Family and Medical Leave Act (FMLA); the County's FMLA Policy or to request the necessary paperwork, please contact April Jones, HR Generalist at (724)-229-6010 or via email at [jonesapr@co.washington.pa.us](mailto:jonesapr@co.washington.pa.us).

## FMLA Requirements:

- Must be employed for at least one (1) year
- Must have worked a minimum of 1250 hours with the past 12 months
- 30 days' notice is required or as soon as possible, once you find out, please notify Human Resources

FMLA – eligible employees can get up to 12 weeks of unpaid leave of Family and Medical Leave Act (FMLA) leave during any 12-month period (usually rolling) for:

- Birth, adoption or foster care placement of a child
- Serious health condition that makes the employee unable to perform the job
- Care of an employee's child, spouse or parent with a serious health condition
- Special qualifying exigency or medical needs for military personnel

*The County requires employees to use any sick time employees have accumulated and the sick time runs concurrent with the FMLA leave time.*

