



Texas Christian University Policy

Policy Number: 6.020

Subject: Family Medical Leave Act

Effective Date: August 5, 1993

Revised: April 1, 2003

I. Purpose

Texas Christian University complies with the requirements of the Family and Medical Leave Act of 1993. Up to twelve (12) weeks of leave is provided to eligible employees for certain family and medical situations as described in the Act.

II. Eligibility

Employees who:

- 1) have been employed by the University for at least twelve (12) months, and
- 2) have worked a minimum of 1250 hours within the twelve (12) months immediately preceding the requested leave are eligible for leave under the provisions of the Act.

III. Procedures

Employees who have family and/or medical situations need to contact the Human Resources department to work out a Family Medical Leave Plan.

IV. Administrative Responsibility

The Human Resources Department is responsible for administering and interpreting the sick leave policy.