



## Questions about FMLA?

The federal Family and Medical Leave Act entitles eligible employees of covered employers to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons. Please read these explanations before submitting a request for FMLA.

The process requires specific steps - as listed in the [FLMA process steps](#) image above. Download and follow the [FMLA checklist](#) to enhance your experience.

- [Learn about FMLA.](#)
- [Find the Family Medical Leave Act Guide \(English\)](#)
- [Find the Family Medical Leave Act Guide \(Spanish\)](#)
- Find the [employee request for FMLA](#), which is required to begin the leave process (Step 1.)
- [View the FMLA employee and supervisor checklist.](#)
- Find the [Sick Leave Pool request](#) form.

### Eligibility Requirements for FMLA

Employees who meet the following requirements are eligible for FMLA (Step 2):

- Have at least 12 months of state service
- Worked at least 1,250 hours in the 12 months preceding the leave

Parental leave may be available to employees who do not meet these requirements. To request parental leave, submit the [request for FMLA form](#).

- Find Parental Leave policies: [UNT](#), [UNT Dallas](#), [UNTHSC](#).
- Find a Parental Leave request form - [UNTHSC](#)

### **What are qualifying conditions for FMLA?**

FMLA is for the employee and allows an employee to:

- Take leave for the birth of a child, the adoption of a child or the foster care of a child.
- Take leave for a serious health condition.
- Take leave for a military family member's qualifying exigency leave/caregiver leave.
- Take leave to care for the employee's spouse, son or daughter, or parent with a serious health condition.

The FMLA process begins when an employee completes and signs the [Request for Family and Medical Leave form](#) (Step 3) and submits it to:

University of North Texas System

Human Resources – FMLA

3500 Camp Bowie Blvd., EAD

Fort Worth, Texas 76107

[FMLA@untsystem.edu](mailto:FMLA@untsystem.edu)

Secure FAX: 817-735-5495

- [Find all FMLA forms and guides](#) (Step 3, 4, 5, 6.)
- [View the FMLA employee and supervisor checklist.](#)