THE ENTERPRISE TEAM — KNOWLEDGE CENTER

FMLA Quick Reference

A concise guide to Family and Medical Leave Act eligibility, entitlements, and documentation.

Covered employers

Private employers with 50 or more employees within a 75-mile radius for at least 20 workweeks in the current or prior year, plus all public agencies and schools.

Employee eligibility

- Worked for the employer at least 12 months (need not be consecutive).
- Worked at least 1,250 hours in the 12 months before leave.
- Works at a site with 50+ employees within 75 miles.

Leave entitlement

- Up to 12 weeks of unpaid, job-protected leave in a 12-month period.
- Up to 26 weeks to care for a covered servicemember (military caregiver leave).
- Group health coverage must continue on the same terms during leave.

Qualifying reasons

- Birth, adoption, or foster placement of a child.
- A serious health condition of the employee.
- Caring for a spouse, child, or parent with a serious health condition.
- Certain qualifying military exigencies.

Documentation to keep

- Eligibility & rights-and-responsibilities notice (within 5 business days).
- Designation notice confirming leave counts against FMLA.
- Medical certification (and recertification where allowed).

Questions about how this applies to your organization? Our advisors offer a free consultation — visit the contact page on our website.

Educational use only — not legal or tax advice.