

QUICK GUIDE TO FAMILY MEDICAL LEAVE ACT (FMLA), TENNESSEE MATERNITY LEAVE ACT (TMLA) AND LEAVE OF ABSENCE (LOA)

FMLA, TMLA and LOA are often used interchangeably, however, they refer to different programs/policies that typically overlap. Below are listed key aspects of each policy. For more complete information please refer to :

See Section B, Parental Leave, Part 9.

(<https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch4-leaves-of-absence/>)

For questions concerning LOA, contact your Departmental HR Administrator

Human Resources Webpage: <https://hr.vanderbilt.edu/fmla/faculty.php>

For questions concerning FMLA or TMLA you can also call the University HR Administrator at 615-343-4125.

About FMLA:

- Available to faculty members as employees of VU
- Up to 12 weeks of job-protected leave in a rolling 12-month period
- **Unpaid** leave
- Requirement for minimum length of service: employed by VU for at least 12 months
- Requirement for minimum service hours: at least 1,250 hours in the preceding 12 months from the FMLA start date
- Can be used for:
 - Employee's own serious health condition
 - Birth of child, or care for newborn child
 - Placement of child for adoption or foster care
 - Care for an immediate family member with a serious health condition
 - Care for a family member who is a US service member or veteran
 - Deployment of a family member who is in the military
- The faculty's home Department should track faculty members' use of FMLA

About TMLA:

- Available to faculty member as an employee of VU
- Up to 4 months of job-protected leave for childbirth, pregnancy, placement of a child for adoption or foster care, and nursing an infant
- **Unpaid** leave
- Runs concurrently with FMLA
- Eligibility:
 - Must be a full-time employee
 - Must work at a job site in Tennessee
 - Must have worked for VU full time for at least 12 consecutive months

About Leaves of Absence (LOA): Parental Leave (paid benefit)

- Available for either parent, if eligible as a faculty member
- For full-time faculty
- No minimum requirement for length of service
- Available for childbirth or adoption of a minor
- Continuous leave
- Up to 6 weeks of paid leave, running concurrently with FMLA/TMLA
 - Under FMLA/TMLA, 12-16 total weeks of unpaid, job-protected leave are available.
 - However, Parental LOA allows for only 6 of those weeks to be paid leave under the School of Medicine parental leave policy
- Faculty members who use parental leave are expected to return to active status
- Approved through the same process as FMLA; requires medical certification from provider
- Additional leave is available in cases of medical incapacitation