

FMLA LEAVE PROCESS

The Family and Medical Leave Act (FMLA) provides eligible employees with job-protected leave for qualifying medical reasons up to 12 weeks (60 days). Leave may be taken on a continuous or intermittent basis.

Eligibility

Worked for employer at least 12 months
Worked at least 1,250 hours in previous 12 months

Qualifying events

Birth/adoption/bonding of a child
Serious health condition
Caring for an immediate family member
Military family leave

Leave Workflow Process:

1. Notify your supervisor and People Team of your desire to take a leave of absence, including anticipated dates.
 - o Notice should be:
 - 30 days in advance when foreseeable
 - As soon as practicable for emergencies
2. Employee submits documentation (within 15 calendar days of request)
 - o *Uplift is not responsible for administrative or processing fees*
 - o Completed medical certification
 - o Supporting documents if required
3. Review and designate leave
 - o Review documentation
 - o Approve or deny leave
 - o Provide designation notice
4. Designation includes:
 - o Approved leave dates
 - o Responsibilities of employee while on a leave of absence
 - o Paid leave and Unpaid leave information
 - o Benefits information
5. Return to Work
 - Fitness-for-duty certification is required (Maternity and Personal Health Conditions)
 - MUST be submitted PRIOR to returning to work
 - Leave case closed



Maternity and Parental Leave

FMLA leave for maternity/paternal can be take consecutively or on an intermittent basis. You can review further information on Uplink.

[Leave, Absences, and Accommodations Webpage](#)

Uplift Family Leave (UFL) Paid Leave Benefit

After you exhaust your vacation (if applicable), local, and/or state leave balances while on FMLA leave, the Uplift Family Leave benefit will automatically be applied to approved FML absences of employees who are on leave due to birth or to take care of a family member. UFL benefit will not be applied to the absences of those out on leave for their own serious medical condition or illness.

Uplift Family Leave (UFL) is a paid benefit, not a separate leave designation, that provides up to 30 paid workdays for eligible employees who are on approved FMLA leave and have exhausted all available paid leave balances, including PTO. This benefit allows employees to continue receiving wages while on FMLA leave after their paid leave has been used. Employees must meet the applicable eligibility requirements to qualify for the UFL benefit.

[Uplift Family Leave \(UFL\) FAQs](#)

Benefits - Qualifying Life Event

If you wish to add your newborn to your medical plan, or if you are not enrolled in medical coverage and wish to enroll yourself and your newborn, please email People@UpliftEducation.org and attach your little one's Verification of Birth document. An iHelp ticket will be created. After we confirm your qualifying life event (QLE) via iHelp, you will need to call the Benefits Call Center at 1-866-409-3174 to finalize and confirm your QLE changes.

You have 30 days from baby's date of birth to enroll them in medical coverage. Coverage will be effective on the date of birth. Please be sure to review the monthly premium amount for your elected plan.

[Benefits Webpage](#)