

## FAMILY MILITARY LEAVE ACT

Under Nebraska's Family Military Leave Act, employees may receive unpaid family leave if a spouse or child of the employee is serving in the military under a state or federal deployment of 179 days or more.

Eligibility: To be eligible for family military leave, an employee must meet the following criteria:

- (1) The employee must have been employed by the college for at least 12 months and have worked at least 1,250 hours during the 12 months immediately preceding the request for leave.
- (2) The employee must be the spouse or parent of a person called to military service lasting 180 days or more with the state or the United States under orders from the Governor of Nebraska or the President of the United States.

Length of Leave: Eligible employees may request up to 30 days of family military leave during the time that a deployment order is in effect.

Procedure for Requesting Leave:

- (1) If an eligible employee wants to use family military leave of more than five consecutive work days, the employee must give at least 14 days' written notice of the date that the leave will commence and the anticipated length of the leave. The employee should consult with the employee's supervisor so that the leave is not unduly disruptive to the college's operations.
- (2) If an employee wants to use family military leave of less than five consecutive days, the employee must give as much advanced written notice as is practicable under the circumstances.
- (3) The college may require the employee to obtain certification from the appropriate military authority to verify the employee's eligibility for the family military leave requested.

Effect on Other Employment Benefits: Eligible employees will be restored to the position held or a similar position with equivalent benefits, pay, seniority, and other terms and conditions of employment upon their return and shall retain any benefits accrued at the time of the leave. The college will continue employee benefits during an employee's family medical leave, which may be at the expense of the employee.