



**Eligible Employees Are Entitled To**  
**FAMILY AND MEDICAL LEAVE**

**as provided by the**  
**Family and Medical Leave Act of 1993, as revised January 16, 2009**

Employees who have been employed with the State of Georgia for a minimum of twelve months, and who have worked at least 1,250 hours during the twelve month period immediately preceding the date leave is requested, are entitled to maximum of twelve weeks of family leave each rolling 12 month period. The 12-month employment period represents an employee's total state employment in any branch of government and can incorporate one or more breaks in service.

**FAMILY LEAVE MAY BE USED FOR:**

- The birth of an employee's child or to care for his/her newborn child;
- The placement of a child with an employee for adoption or foster care;
- Care of an employee's child, spouse or parent who has a serious health condition; or
- A serious health condition which makes an employee unable to perform the essential functions of his or her position.

Further information concerning the Family Medical Leave Act, including eligibility and qualifying conditions may be obtained from the Human Resources Office at (404) 508 - 6638.

**PLEASE POST IN A PROMINENT LOCATION**