



Catholic Charities of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

Family/Medical Leave

Catholic Charities provides FMLA leave to eligible employees in compliance with the Family and Medical Leave Act.

Employees are eligible for a covered FMLA job-protected leave if they have worked for the Catholic Charities for at least 12 months and have worked 1,250 hours over the previous 12 months.

Basic Leave Entitlement

Eligible employees may take up to 12 weeks of **unpaid, job protected*** leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care, or
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Family/Medical Leave entitlements will be measured on a rolling twelve month basis.

To apply for Family/Medical Leave, the following steps must be taken:

- The employee must notify his or her supervisor of an intent to apply for FMLA leave.**
- Download and complete the [Family/Medical Leave Request Form](#) (PDF).
- Fax the form directly to Rachelle Landis at 919-821-9712 who will forward it to the Diocese Human Resources Department.
- All subsequent forms required to determine FMLA will be mailed directly to the employee.

*Employees are required to use any available vacation days. Employees must also use available sick or personal days when applicable. These paid days will run concurrently with an employee's FMLA time.

** If an employee is unable to inform his or her supervisor prior to going out on Family/Medical Leave, the supervisor must inform Human Resources as soon as possible.