

Policy Number: 1080

Policy Name: Family and Medical Leave Act (FMLA)

Responsibility for Maintenance: Director of Human Resources

Effective Date: November 20, 2015

Last Updated: August 15, 2023

I. Policy Statement

Richard Bland College will comply with the FMLA and provide eligible employees up to 12 weeks in a 12-month period of unpaid family and medical leave because of their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks in a single 12-month period of unpaid leave to care for a covered military service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

II. Reason for Policy

The College is committed to complying with the federal Family and Medical Leave Act (FMLA).

III. Applicability of the Policy

All eligible positions covered under the Virginia Personnel Act, including full-time and part-time classified, restricted, and wage employees.

IV. Related Documents

[Virginia Personnel Act, Virginia Code §§ 2.2-900-2905](#)

[DHRM Policy 4.20:](#)

V. Contacts

| OFFICE | TITLE | TELEPHONE NUMBER | EMAIL |
|-----------------|-----------------------------|---------------------------|---------------|
| Human Resources | Director of Human Resources | (804) 862-6100, ext. 6409 | rbchr@rbc.edu |

VI. Procedures

An employee should submit a written request for family and medical leave at least 30 calendar days prior to the anticipated leave begin date or as soon as practicable in unforeseen circumstances. If an employee is not able to provide notice because of an illness or injury, notice may be given by a family member or a spokesperson as soon as practicable.

Note: An employee must comply with agency leave request procedures, absent unusual circumstances. Failure to do so may be grounds for delaying or denying an employee's request

for FMLA qualifying leave. Enforcement actions under FMLA can be brought by either the United States Department of Labor or individual employees.

For additional procedures, please refer to [DHRM Policy 4.20](#).