

The Illinois Family Military Leave Act entitles eligible employees, who are the spouses or parents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job protected leave during any twelve (12) month period when the federal or state deployment orders are in effect.

To be eligible for Family Military Leave, employees must have been employed by the College for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Employees are not entitled to Family Military Leave unless they have exhausted all accrued vacation leave, personal leave and any other leave to which they are entitled, except sick leave. In addition, the College will require employees requesting Family Military Leave to provide certification by the proper military authority that verifies the employees' eligibility for Family Military Leave.

Employees must give 14 days' notice of the need for Family Military Leave if the leave will consist of 5 or more consecutive days' duration. Employees requesting Family Military Leave for less than 5 consecutive days must provide as much advance notice as is practicable. During any Family Military Leave, employees shall be eligible to continue their benefits at their own expense.

Upon an employee's return to work at the College he/she will be restored to his/her prior position or to an equivalent position with equivalent employee benefits and pay.

Adopted: February 20, 2007

Amended:

Legal Ref: