The following information will be sent out to all RIT faculty and staff regarding RIT’s Absence Reporting Procedures for FMLA. Please share this information with any faculty and staff members that do not have access to email.

The following information is a reminder of employee eligibility and qualifying events under the Family and Medical Leave Act (FMLA) and the New York State Leave Laws. FMLA and the State Leave Laws provide job protection to eligible employees who are absent from work for the qualifying events listed below. Employees who experience a qualifying event under FMLA or the State Leave Laws, should notify Prudential as outlined below.

1. Call Prudential at 877-908-4778 anytime to speak to one of the Prudential absence professionals or follow the prompts to record your absence information.
2. Log in to the secure website: www.prudential.com/mybenefits. Click on Claim Submission and follow the instructions to input your information and download any forms you may need. It is recommended that you first report your absence by telephone since it is more difficult to first report the absence on their website. After your initial report, updates to your claim may be easily reported by telephone or through Prudential’s secure website.

Qualifying Absences and Eligibility under the FMLA

Eligible employees are:

- Full-time and extended part-time faculty and staff; and
- Who worked at least 1,250 hours during the 12 months prior to the first day of leave; and
- Who completed 12 months of employment at RIT prior to the first day of leave.

When Should An Employee Report an Absence or Disability

First, report your absence for leave or disability to your supervisor. Then report it to Prudential when:

- You will be absent for more than three days and are under a physician's care
- You are hospitalized for any amount of time
- You are caring for an ill or injured qualified family member (opposite gender spouse, parent, or dependent child)
- You are pregnant or are absent from work due to pregnancy complications
- You will be absent periodically due to a chronic or permanent disabling condition of your own or a qualified family member
- You are caring for a newborn child, recently adopted child, or new foster child
- You are absent due to a lost-time, work-related injury - after first reporting it to your supervisor
- Military Call to Duty or Military Caregiver Leave as outlined on the Human Resources website at http://finweb.rit.edu/humanresources/benefits/supplemental/statutory.html

Care of an employee’s domestic partner or same gender spouse with a serious health condition does not qualify for FMLA leave under the Federal law. However, RIT strives to treat domestic partners and same gender spouses similarly
In addition to the regulations that govern the Family and Medical Leave Act, RIT is required to comply with state leave laws. To be eligible for these unpaid leaves from work, an employee must be scheduled to work an average of 20 or more hours per week.

New York State has the following state leave laws.

- **Bone Marrow Donor Leave** – provides up to 24 hours of unpaid leave to seek or undergo a medical procedure to donate bone marrow.
- **Witness or Victim Act** – provides unpaid leave to appear as a witness, consult with the DA, exercise legal rights in connection with criminal procedure law or Family Court.
- **Leave for Military Spouses** – provides up to 10 days of unpaid leave to an employee whose spouse is a member of the Armed Forces of the United States, National Guard or Reserves who has been deployed during a period of military conflict, to a combat theater or combat zone of operations, and is on leave while deployed.
- **Blood Donation Leave** – grants one leave of absence (up to 3 hours) of unpaid leave, in any calendar year, to an employee who seeks to donate blood off premises; or provides paid time to donate blood during working hours at least two times per year at an employer-sponsored blood drive at the workplace.

You may access additional information about the FMLA and the New York State leave laws on the Human Resources website under Human Resources Procedures at the following link [http://finweb.rit.edu/humanresources/benefits/supplemental/statutory.html](http://finweb.rit.edu/humanresources/benefits/supplemental/statutory.html).

To review RIT’s Absence Reporting Procedure, please go to the following link [http://finweb.rit.edu/humanresources/policies/procedures/absence.html](http://finweb.rit.edu/humanresources/policies/procedures/absence.html) also located under Human Resources Procedures on the Human Resources website.

If you have any questions, please contact Sue Quinn at 585-475-2429 or through email at spqpsn@rit.edu.

**Susan P. Quinn**

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