I N T E R O F F I C E
MEMORANDUM

Human Resources & Employee Relations Department

May 11, 2005

TO: All Employees

FROM: Jamie Smith, Human Resource Representative

SUBJECT: Subject: Family and Medical Leave Act (FMLA)

The following notice regarding Shoreline Community College’s Family and Medical Leave Guidelines are effective for all employees July 1, 2005.

This is to notify you that Shoreline Community College is changing the method of calculating the maximum benefit under the Family and Medical Leave Act. This notice is required by the Code of Federal Regulations, 29 C.F.R. 825.200 (d)(1).

Under current practice, Shoreline calculates FMLA leave using the fiscal year method where the eligible employee with a qualifying condition is allowed 12 weeks of FMLA in the 12 month period beginning on July 1 of each year. Under the new method, the FMLA leave entitlement period will be a rolling twelve month period measured forward from the date an employee begins FMLA leave. Each time an employee takes FMLA leave during the twelve month period, the leave will be subtracted from the twelve weeks of available leave. We will begin using this method effective for requests on and after July 1, 2005.

The employees will retain the full benefit of 12 weeks of leave under the new method. Thus, regardless of how much FMLA leave has been taken under the fiscal year method, the employees are entitled to 12 weeks of leave in the 12 month period measured forward from the employee’s first FMLA request after July 1, 2005.

Please direct any questions regarding this notice to Jamie Smith, X5842.