

*Policy No.: 5042
Board Approved: July 1993
Revised: March 19, 2024*

Family and Medical Leave

Hagerstown Community College complies with the state of Maryland and the Federal Family and Medical Leave laws to provide a leave of absence from work for a qualified family and medical purposes to eligible employees. This is an unpaid leave from work unless the employee has paid leave that may be used, in accordance with the provisions of FMLA and the procedures set forth in the College's policies. All employees must consult with Human Resources before going on Family and Medical Leave, or as soon as possible if due to an emergency or unforeseeable circumstance. Taking leave under this policy will not be used against an employee in any employment decisions, including the determination of raises or discipline.

This policy was also revised on September 21, 2004