



Important FMLA Information

2022 Fiscal Year-End

As the new fiscal year approaches, so does the State of Iowa's FMLA year. Employees on a current open FMLA leave of absence extending into FY23 have only been approved through June 30, 2022. The DAS Leave Administration Team, per State of Iowa policy, will determine eligibility for all employees with an open Intermittent FMLA leave of absence starting July 1, 2022.

To be eligible for FMLA leave of absence, an employee must:

- Have worked for the State for at least 12 months in the past seven years.
- Have worked at least 1,250 hours during the 12 months prior to the start of the leave of absence.
- Be aware hours worked do not include paid leave, holiday, or leave without pay.

Continuous FMLA Leave of Absence that runs over the State of Iowa FMLA plan year:

If the employee's documents support a leave of absence past July 1, 2022, and the employee has not returned to work, the DAS Leave Administration Team will send the employee an extension notification and information on participating in the Vacation (Leave) Retention Program for FY23.

Intermittent FMLA Leave of Absence that runs over the State of Iowa FMLA plan year:

The DAS Leave Administration Team will check hours worked to determine FMLA eligibility.

- **If hours worked have been met:**

If the hours worked are over 1,250 hours and the employee's documents support a leave of absence past July 1, 2022, the DAS Leave Administration Team will send the employee an extension notification and information on participating in the Vacation (Leave) Retention Program for FY23.

- **If hours worked have NOT have been met:**

If the hours worked are under 1,250 hours and the employee's documents support a leave of absence past July 1, 2022, the DAS Leave Administration Team will send the employee a denied determination notification with the reason (minimum hours not met) and the leave of absence will then be closed.
