



**Notice of Employee Rights and Obligations  
Family and Medical Leave Act of 1993**

When an employee requests family or medical leave under the Family and Medical Leave Act of 1993 (FMLA), or commences leave that may qualify as FMLA leave, the following points must be explained to the employee:

1. The employee's entitlement to family and medical leave under the FMLA and whether the requested leave is FMLA leave.
2. In order to qualify for medical or family leave, the employee must at his or her expense obtain from the employee's health care provider certification of the serious health condition that makes this leave necessary. Failure to provide certification will result in a delay in the leave until the certification is submitted.
3. The employee's right to substitute paid leave and the University's right to require substitution of paid leave during an FMLA leave. Please see your employee handbook or CBA.
4. Group Health Insurance continuation rights during FMLA leave.
5. Requirement for presenting Return to Work Certification before reinstatement.
6. The employee's right to reinstatement to the same or an equivalent job when the leave ends.
7. Failure to return to work after taking family or medical leave may obligate the employee to pay all group health premiums paid by the University during the leave.
8. Employees on family or medical leave must contact their supervisor at least once every two weeks regarding the status of the leave.
9. If the employee does not return to work on the agreed-upon return date or does not request a leave extension, the employee will be considered to have voluntarily resigned.
10. Upon request the employee will be given a copy of Adelphi University's "FMLA Policy".

The above information has been explained to me to my satisfaction.

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Employee Signature

Date

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Signature of Human Resources Representative

Date