



HOW TO CHARGE FMLA TIME

	AAUP	All Other Employees
Holidays <ul style="list-style-type: none"> • New Year’s Day • Martin Luther King Day • Memorial Day • Independence Day • Labor Day • Thanksgiving • Day after Thanksgiving • Christmas Day 	No Charge for FMLA time	If work any part of holiday week – no charge for FMLA time. If not working entire holiday week – charge FMLA time.
Christmas Closure	No Charge for FMLA time	No Charge for FMLA time
Spring Break	Academic Staff – charge FMLA time Faculty – (e-classes A2, A9, and DA) No charge for FMLA time	Charge FMLA time
Snow Days	Charge FMLA time	Charge FMLA time