

**Sample Policy:
FAMILY AND MEDICAL LEAVE**

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Eligible employees may be granted Family and Medical Leave for the following reasons:

- To provide care for the employee's child or child of the employee's spouse or domestic partner following the child's birth, adoption, or foster care placement;
- To provide care for a spouse, domestic partner, child or parent of the employee, or child or parent of a spouse or domestic partner, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position.

Notes:

The Federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1991 describe circumstances under which an employee may take a leave of absence from his or her job and be guaranteed the right to return to work. The Equal Benefits Ordinance (EBO) requires family and medical leave to be extended equally to employees with spouses and employees with domestic partners.

Information in this document is not intended as legal advice and should not be relied on as such.