

"How to calculate FMLA eligibility"

- Have you worked for MCCCCD for 12 months?
- Have you worked 1250 hours over the last 12 months.

If you answered "yes" to both questions, you may be eligible for FMLA. Please contact the Leaves of Absence Hotline at (480) 731-8448. Please provide the following information in the email or voicemail:

- Your name and telephone number,
- Your supervisor's name and telephone number
- The date you would like to begin your leave
- Whether the leave will be for one block of time or intermittent
- Whether the leave will be for your own serious health condition or for a family member's serious health condition

If you answered "no" to one or both questions and need further help, contact the Leaves of Absence Hotline at (480) 731-8448.