

**PERMANENTLY POST IN A PROMINENT LOCATION**

**Eligible Employees Are Entitled To**

**FAMILY LEAVE**

For a maximum period of 12 weeks during a 12-month rolling year.

As Provided by The FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA), Public Law 103-3, 107 Stat. 6 (29 U.S.C. 2601 *et. seq.*)

You are entitled to Family Leave for:

- 1) Personal Disability;
- 2) Care of a Qualifying Family Member
- 3) Child Birth, Adoption or Foster Care

To be eligible for Family Leave you must have:

- worked a minimum of 12 months, ***and***
- worked at least 1,250 hours during the previous 12-month period

To Determine Eligibility and Qualifying Conditions Contact:

YOUR FACILITY/OFFICE PERSONNEL REPRESENTATIVE

**OR**

GEORGIA DEPARTMENT OF CORRECTIONS  
CORRECTIONS HUMAN RESOURCES MANAGEMENT

Gibson Hall – 2<sup>nd</sup> Floor

PO Box 1529

Forsyth, GA 31029

(478) 992-5211

Eligible Employees May Request a Review of Family Leave Denial Due to Ineligibility

**SEND WRITTEN REQUEST TO:**

**DIRECTOR, HUMAN RESOURCES  
GEORGIA DEPARTMENT OF CORRECTIONS  
GIBSON HALL – 2ND FLOOR, PO BOX 1529  
FORSYTH, GEORGIA 31029**

***Request must be filed in writing in accordance with fixed time limits.***

***(GDC SOP104.39.12; Family & Medical Leave)***

**NOTE:** An employee may file a complaint alleging violation(s) of the FMLA with the Wage & Hour Division, Employment Standards Administration, U.S. Department of Labor; either in person, by mail or by telephone. The Wage & Hour Division can be contacted at:

61 Forsyth Street, RM 7M10 - Atlanta, Ga. 30303

PHONE: (678) 237-0521