

Employee News

Family Medical Leave Act (FMLA)

Please remember that if you need to take medical leave, you must contact your supervisor and the HR Office before going on leave. In accordance to Tech's leave policy, employee must use all paid leave concurrently with FMLA leave request taken during the 12-week period.

FMLA can be used for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement)
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

To be eligible for family medical leave you must meet the following requirements:

- Have worked for the employer for at least 12 months
- Have at least 1,250 hours of service in the 12 months before taking leave

Insurance Updates

As a reminder, you have 30 days from a qualifying life event to make changes to your benefits at Tech. Changes to your benefits must be consistent with the change in status. Common examples of qualifying life events are:

- Getting married or divorced
- Having a baby or adopting a child
- Loss or gain of medical coverage of a spouse or dependents
- Change in your status of employment
- Entitlement to Medicare, Medicaid, or CHIP Programs

Employment Reminders

Remember to submit terminations for Student Workers, Adjuncts, GAs, and Extra Labor that will not be returning this semester.

For any newly hired Student Workers, Adjuncts, GAs, and Extra Labor have them contact Human Resources and complete their paperwork before their start date. We will need two forms of ID and a copy of a voided check or direct deposit authorization form from their bank.

Contacts

Human Resources is located in the Brown Building, Suite 434

Phone: 479-968-0396

Fax: 479-968-0693

Ozark Human Resources office is located in the Technology & Academic Support Building in Room 154.

Phone: 479-508-3307

DATES TO REMEMBER:

Russellville Campus:

New Employee Welcome-
April 3, 2019

Administrative
Professionals Day-
April 24, 2019

Continue to check OneTech for updates and announcements.

Check out our website at www.atu.edu/hr

Don't hesitate to contact us if you have any questions.