

## 0785 Family and Medical Leave Records

*Description:* Documents individual employee family and medical leave requests and decisions, in compliance with the U.S. Department of Labor's Family and Medical Leave Act of 1993.

*Examples:* Records may include leave request forms, records of disputes, leave designation records, leave benefit or policy statements, doctor's reports, and any substantive related correspondence.

*Retention Period:* **Retain until separation or termination plus 3 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 825.500