



- C. At the end of the 12 workweek period granted under the FMLA, such employees are also entitled to receive the difference between four months of leave approved under the Tennessee Board of Regents Adoptive Parents Leave Policy and 12 workweeks approved under the FMLA. Annual leave or leave without pay may be used for this portion of the adoptive parents leave.
- D. Refer to APSU Leave of Absence Policy 5:040 regarding continuation of insurance coverage for employees on unpaid leave following the FMLA leave period.

II. Regular Employees Who Are Ineligible for Family and Medical Leave Act Leave

If employees do not meet the eligibility requirements under the Family and Medical Leave Policy, the following provisions will apply:

- A. During the four-month period, employees may elect to use up to 30 working days of sick leave provided their leave balances are not exceeded. If both parents are State employees, the aggregate amount of sick leave that may be used by both parents is 30 working days.
- B. Annual leave or leave without pay may be requested for the remaining balance.
- C. Refer to APSU Leave of Absence Policy 5:040 regarding continuation of insurance coverage for employees on unpaid leave of absence.

III. Employees Who Are Not Eligible for Adoptive Parents Leave Temporary employees who may be eligible for leave under the Family and Medical Leave Act are limited to 12 workweeks of leave and are ineligible for additional leave under this policy. Requests for FMLA leave should be processed in accordance with the provisions of TBR Policy 5:01:01:14.