



COASTAL CAROLINA UNIVERSITY

Record Group 355

HUMAN RESOURCES

15302 FAMILY MEDICAL LEAVE ACT (FMLA) FILES

Description

Employee records created per Family Medical Leave Act guidelines. Information includes FMLA applications completed by employee, Human Resources approval letter stating whether leave was approved or denied, medical forms completed by employee's doctor, employee leave records, and any related information.

Retention

3 years, destroy.

~~REQUIRE APPROVAL~~ 5/13/09