BENEFITS REMINDER: Employee Scholarships Available

Last week, four of our UNT World staff members had the opportunity to share with the Board of Regents about what the Employee Scholarship means to them (you can see it here if you missed it). Some shared what it was like to be a working mom or dad, and the difference a scholarship made as they work, study, and raise a family. Others shared how this scholarship took away every excuse they had to follow their dream of a bachelor's or master's degree.

You can follow in their footsteps thanks to the Faculty/Staff/Retiree/Dependent
Educational Scholarship program. This scholarship (UNT Policy 10.025 and UNTD Policy 7.022) pays some costs related to tuition and fees for eligible applicants. Interested employees must first meet academic requirements for admission before pursuing a tuition benefit.

Learn more about scholarship program online, or contact the academic department and the registrar's office at your preferred campus.

Q&A:

Family Medical Leave Act

Do you know how to help someone on your team navigate the Family Medical Leave Act? How do you know if you qualify? Our team wants to help take the confusion out of FMLA with a monthly Q&A so you feel better equipped to work through the FMLA process.

Q: I am a supervisor, and someone on my team has a potentially qualifying condition, but does not want to apply for Family Medical Leave. What should I do?

A: As a supervisor, your obligations under the FMLA are clear. Once you have enough information to determine whether the leave is being taken for an FMLA-qualifying reason, you must notify your employee as to whether the leave will be designated and counted as FMLA leave.

In other words, you have an obligation to designate leave as FMLA-qualifying
as soon as the absence becomes an FMLA-qualifying event. Employees do not have the right to choose when they take FMLA leave. As soon as the leave of absence qualifies as FMLA leave, it should be designated as such — regardless of whether the employee wants FMLA to apply (29 CFR § 825.300(d)).

Questions? Please contact our FMLA team at FMLA@untsystem.edu or call 940-369-7650 (Toll Free 855-878-7650), option 5.

FOLLOW US:

Stay Informed with UNT System's Social Accounts

UNT System’s social accounts are a great way to learn more about upcoming events on each campus, as well as benefit reminders, and System-wide recognition. Follow us today:

- Facebook: [facebook.com/UNTSystem](http://facebook.com/UNTSystem)
- Twitter: [@UNTSystem](http://twitter.com/UNTSystem)
- LinkedIn: [University of North Texas System](http://University of North Texas System)
- Instagram: [@UNTSystem](http://instagram.com/UNTSystem)
IMPORTANT DATES:
Chancellor's Town Hall and Open Enrollment

Don't miss out on these upcoming events and important deadlines:

- **Chancellor's Town Hall**: Tuesday, June 11 @ 2:00 p.m., Lyceum Room-UNT Union (livestream link to be provided soon)

- **Benefits Open Enrollment**:
  - UNT: July 1-13, 2019
  - UNT HSC: July 8-20, 2019
  - UNT Dallas: July 8-20, 2019
  - UNT System Administration: July 8-20, 2019

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**Questions?**

Do you have a question for the UNT System HR team that you would like to see answered in an upcoming issue of HR Highlights? Submit your questions to AskHR@untsystem.edu.