

August 1, 2012

Roman Catholic Diocese of Dallas
3725 Blackburn Street
Dallas, TX 75219

RE: Notice of Change in 12-Month Measuring Period for FMLA and/or State Law Leaves

Dear Employee:

As described in your Employee Benefits Handbook, eligible employees are entitled to a total of 12 weeks of FMLA leave during a 12-month measuring period for any of the following reasons:

- The birth of a child and to care for a newborn child
- The placement of a child for adoption or foster care
- To care for a seriously ill spouse, child, or parent
- Because of a serious health condition that makes you unable to perform the functions of your job

In the past, we have used the **calendar year** as the 12-month measuring period for FMLA and applicable state law leave entitlements. Effective **November 1, 2012** we will use a new measuring period. The new measuring period is based on a 12 month period beginning on the date the FMLA leave is effective.

If you are on an FMLA and/or applicable state law leave currently, you will retain the full benefit of 12 weeks of FMLA leave under whichever METHOD, gives you the greatest benefit.

If you have any questions concerning this notice, contact Human Resources Office at the Diocese of Dallas, 214-379-2824.

Sincerely,

Human Resources
Diocese of Dallas