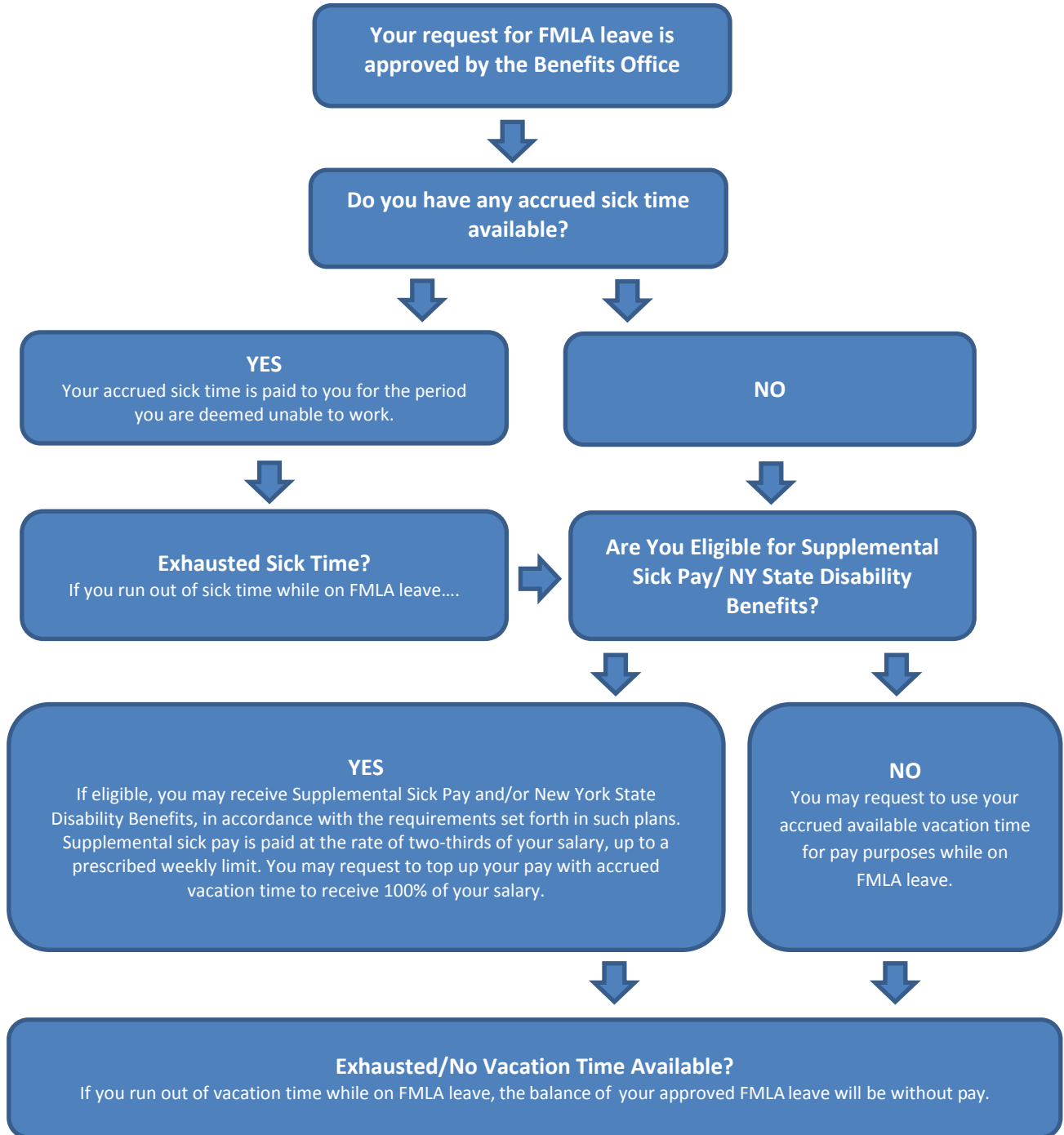


**Substitution of Paid Leave during  
FMLA for your own serious health condition**

Once approved, your period of FMLA leave **may be paid or unpaid** depending on the circumstances, as outlined below:



**Note:**

- Requests to use accrued vacation time during FMLA, must be made in writing to the [Benefits Office](#).
- In substituting sick time and/or vacation time for the purpose of receiving pay during FMLA, the sick time/vacation time will run concurrently with the FMLA leave entitlement (e.g. total of 12 weeks).
- For any further information, contact the Benefits Office on (718) 430-2547 or email [benefits@einsteinmed.org](mailto:benefits@einsteinmed.org).
- This information is provided as a general guide only and shall not supersede Einstein's FMLA Policy.