

PROCEDURES FOR LEAVE UNDER THE FAMILY & MEDICAL LEAVE ACT (FMLA)

(For further information see Montgomery County Employee Policy Manual, Section 4.7)

Employee submits Employee's Request for Leave and Certification of Health Care Provider to the Human Resources Department 30 days in advance of the need for leave or as soon as is practicable.

1. Human Resources will send the employee "Montgomery County's Response to Employee's Request for Family and Medical Leave" with a copy to the elected official or department head. Whether or not the job of an employee not eligible for leave under the FMLA (because of length of service or number of hours worked) will be held open will be determined by the elected official or department head on a case by case basis. PLEASE NOTE: STATE LAW REQUIRES THAT IN THE CASE OF CHILD BIRTH OR ADOPTION, THE EMPLOYEE'S JOB MUST BE HELD OPEN AT LEAST SIX WEEKS.
2. Once the employee begins his leave, his time should be properly coded (under "Other") on the payroll authorization sheet:
 - 050 Family Leave-Sick Leave: Charges time to accrued sick leave.
 - 051 Family Leave-Personal: Charges time to accrued personal hours
 - 053 Family Leave-Holiday: Charges time to excess holiday hours
 - 054 Family Leave-Vacation: Charges time to accrued vacation hours
 - 055 Family Leave-Unpaid: To be used for the balance of Family Leave not covered by accrued balances
3. Employees may use accrued compensatory time in order to receive pay while on FMLA, however those hours may not be counted towards the employee's 12-week (480 work hours) FMLA entitlement.
4. See Section 4.15 of the Montgomery County Employee Policy Manual - Sick Pool Leave - if the illness is catastrophic and leave is still necessary after accrued hours have been depleted.
5. Once the employee has used all accrued leave, a payroll change request form must be submitted to the Budget Office requesting that the employee be placed on unpaid leave and indicating the expected date of return. No leave may be longer than a total of six months (1,040 work hours).
6. Employees must keep Human Resources updated as to their status and expected date of return by completing "FMLA Certification Follow-up Form" at least every 30 days.