



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

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

Employee submits a Request for FMLA Leave in the GHR system. A Certification of Health Care Provider form that applies to current FMLA event, must be turned into the Human Resources Department 30 days in advance of the need for leave. In emergency cases, where it is not possible to give 30 day notice, Request for Leave must be submitted within 1 – 2 days after need for leave is known.

1. Once Human Resources is aware of the employee's possible need for FMLA, Human Resources will send the employee a determination letter along with a copy of a Montgomery County's Response to Employee's Request for Family and Medical Leave notice. Copies will be forwarded to the elected official and/or department head and Risk Management. 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.
2. Once the employee begins their leave, their time should be properly coded in WFM using one of the following codes:

FMLA-SICK Family Leave-Sick Leave: Charges time to accrued sick leave.

FMLA-PERS Family Leave-Personal: Charges time to accrued personal hours

FMLA-COMP Family Leave-Comp: Charges time to accrued compensatory time.

FMLA-HOL Family Leave-Holiday: Charges time to excess holiday hours

FMLA-VAC Family Leave-Vacation: Charges time to accrued vacation hours

FMLA-UNP Family Leave-Unpaid: To be used for the balance of Family Leave not covered by accrued balances.

3. For employees personal issues that are catastrophic, as documented by the treating physician, and leave is still necessary, after accrued hours have been depleted, See Section 4.15 of the Montgomery County Employee Policy Manual - Sick Pool Leave. The employee must have contributed to the Sick Pool and have been on FMLA for 20 work days. "Request To Withdraw From Sick Pool" forms must be submitted to Human Resources Director for review.
4. Once the employee has used all accrued leave, a payroll change request form must be submitted requesting that the employee be placed on Unpaid Family Leave effective the date that they actually run out of accrued time. Upon the employees return, another payroll change request must be submitted returning the employee from Unpaid Family Leave.
5. Employees must keep Human Resources updated as to their status and expected date of return, at least every 30 days. Employees off work for the birth of a child need to notify Human Resources and their department of their anticipated date of return for scheduling purposes.