

Other Family Friendly Leave Policies

SICK LEAVE FOR FAMILY CARE OR BEREAVEMENT

Employees may also use their accrued sick leave to care for family members as a result of:

- * Physical or mental illness
- * Injury
- * Pregnancy/childbirth
- * Bereavement
- * Undergoing medical/dental/optical treatment or exam

For these purposes Family Member is defined as (1) spouse and spouse's parents; (b) children, including adopted children spouses thereof; (c) parents; (d) brothers and sisters, and spouses thereof; and (e) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. *Note:* Elderly relatives and significant others would be covered by this definition.

ENTITLEMENT:

Full-time Employees:

- ⇒ 40 hours of accrued sick leave may be used (5 days) without regard to the employee's current sick leave balance.
- ⇒ Full-time employees who maintain a balance of at least 80 hours of sick leave may use an additional 64 hours (8 days) of sick leave for a total of 13 days per leave year.

Part-time Employees:

- ⇒ May use accrued sick leave up to the average number of hours of work in their scheduled tour of duty each week (e.g., 32 hours).
- ⇒ Part-time employees who maintain a sick leave balance which equals an amount twice the average number of weekly tour hours, may use additional hours of sick leave for family care or bereavement provided the total number of hours does not exceed the number of hours of sick leave the employee would normally accrue in the leave year.
- Requests should be made on an SF-71, Request For Leave or Approved Absence.
- Employees must follow the normal rules for requesting and receiving approval of leave.
- Documentation requirements are the same as those otherwise required for the employee's sick leave.

12 WEEKS SICK LEAVE TO CARE FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION:

- Employees are entitled to use a maximum of 12 weeks (**480 hours**) sick leave each leave year to care for a family member with a serious health condition.
- "Family Member" definition (see SICK LEAVE FOR FAMILY CARE OR BEREAVEMENT)
- "Serious Health Condition" definition (same as FMLA)
- An employee is entitled to first 40 hrs sick leave regardless of sick leave balance and may use additional sick leave if employee maintains a balance of at least 80 hours sick leave.
Any sick leave used (up to 13 days) for family care and bereavement counts against the **480** hours entitlement

For more information contact your supervisor or your HRD. It is your responsibility to request entitlement to time off under these laws if you believe you are eligible.

Supervisors and timekeepers should direct policy questions to the Human Resources Department.



Eliminating the Worry of Being There!

FAMILY FRIENDLY LEAVE POLICIES

*Human Resources
Department
Patuxent River Complex*

Family and Medical Leave Act

PURPOSE:

Under the Family and Medical Leave Act (FMLA), eligible employees may use UNPAID leave (i.e., leave without pay) to take care of the following specified family and medical needs:

- Birth of a son or daughter and care of a newborn child (within 1 year after birth).
- Placement of a son or daughter with an employee for adoption or foster care (within 1 year after placement).
- Care of spouse, son, daughter, or parent with a serious health condition.
- Serious health condition of an employee that makes the employee unable to perform duties of his or her position.

Excludes temp appointments of 1 year or less and intermittent employees.

ENTITLEMENT:

Provides a total of up to 12 work weeks of UNPAID leave during any 12-month period to take care of specified family and medical needs:

- Employees may request to use leave on an intermittent basis or under a reduced leave schedule. If the requested leave is for a serious health condition, the leave may be taken intermittently if medically necessary. Leave for other reasons may be taken on an intermittent basis if the employee and supervisor agree and it is not disruptive to the operation.
- Leave may be taken in increments as little as 30 minutes.

Upon return to employment, an employee must be restored to the:

- Same position, or
- Equivalent position, with equivalent benefits, pay, status, and other terms and conditions of employment.

Note: During these absences, employees continue eligibility for basic employee benefits and applicable programs (e.g., health insurance, life insurance, the Voluntary Leave Transfer Program, time off under expanded FMLA, etc.).

SUBSTITUTION OF PAID LEAVE:

An employee may elect to substitute accrued or accumulated annual or sick leave for any or all of the period of leave without pay to be taken under FMLA. The substitution of annual and sick leave must be consistent with current law and regulations governing the granting and use of annual or sick leave. An employee must notify the Agency of his/her intent to substitute paid leave prior to the date such paid leave commences. An employee may not retroactively substitute paid leave for leave without pay previously taken under FMLA.

PROGRAM REQUIREMENTS:

- An employee must invoke entitlement to leave under FMLA in writing, preferably by completing SF-71.
- Requests must be made to the firstline supervisor following normal rules for requesting and receiving approval of leave.
- Requests must be made in writing. Initial oral, fax or other electronic requests are acceptable, but must be followed up with a written request.
- When need for leave is foreseeable, an employee must provide 30 days notice of intent to take time off under FMLA.
- Requests for leave for a personal or family serious health condition may require the submission of medical documentation. If requested, documentation due NOT later than 15 calendar days from request.
- An employee may not retroactively invoke entitlement unless incapable of invoking due to incapacitation and supported by documentation.

PROGRAM DEFINITIONS:

Family member – defined narrowly as a spouse, son, daughter or parent. The law provides extensive definitions of these terms. Refer to the Code of Federal Regulations (CFR) - 5 CFR 630.1202 for specifics.

Serious health condition – the extent to which a medical condition meets the intent of this law was extensively defined in CFR Part 630 — Absence and Leave, Subpart L—Family and Medical Leave 630.1202.

Note: A serious health condition may include:

- Pre-natal care
- Mental illnesses (e.g., depression)
- AIDS
- Heart attack and recovery
- Injuries and related physical therapy
- Incapacitation due to chronic conditions (e.g., asthma, diabetes, etc.)
- Physical care for basic life need and/or psychological comfort.

Expanded FMLA

EXPANDED FAMILY AND MEDICAL LEAVE POLICIES:

Employees may request and be granted up to 24 hours of LWOP each year for the following activities as mission requirements permit:

- School activities and early childhood educational activities
- Routine family medical purposes
- Elderly relatives' health or care needs

Additionally, management will support employee requests to schedule paid leave or time off such as annual leave, sick leave, compensatory time off and credit hours under flexible work schedules for these activities when such paid time off is available to the employee and as mission requirements permit.

Use of this unpaid leave option should be requested on an SF-71 Request for Leave or Approved Absence.

Other Family Friendly Leave Policies

SICK LEAVE FOR ADOPTION

Federal employees are entitled to use sick leave for purposes related to the adoption of a child.

LEAVE FOR BONE MARROW OR ORGAN DONATION

Federal employees are entitled to use 7 days of paid leave to serve as a bone-marrow donor and 30 days of paid leave to serve as an organ donor each calendar year (in addition to annual or sick leave).

