

7. Family and Medical Leave (FMLA) / Unpaid Leaves of Absence

If the City becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, we will notify the employee if they are eligible for FMLA leave and, if eligible, provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, we will provide a reason for ineligibility. The city will notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

This leave may be granted for up to twelve consecutive weeks, or as intermittent use as specified by the qualified care provider. Qualifying events include but may not be limited to:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Employees may choose, or the city may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, they must comply with the City's normal paid leave policies. Requests for FMLA must be received by the Deputy City Manager within 30 days of the employee's knowledge of a need for leave when possible. Request and certification forms and additional information is available.

During an approved FMLA leave, all employee contributions to insurance premium co-payments and other benefits will continue. If paid leave time is unavailable, a check for the employee contribution must be submitted to the Treasurer's Office by the third week of each month of absence.

In certain unusual circumstances, unpaid leave may be granted in situations that may not qualify for FMLA protection. This leave of absence must be approved in advance by the Department Head and City Manager.

Please refer to the following link for the Department of Labor FMLA specifics:

<https://www.dol.gov/general/topic/benefits-leave/fmla>