

2024-2025 Business Operations Guidelines - FMLA

The FMLA provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. FMLA leave may be unpaid or used at the same time as employer-provided paid leave. Employees must be restored to the same or virtually identical position when they return to work after FMLA leave.

Eligible employees: Employees are eligible if they work for a covered employer for at least 12 months, have at least 1,250 hours of service with the employer during the 12 months before their FMLA leave starts, and work at a location where the employer has at least 50 employees within 75 miles.

The FMLA protects leave for:

Employee:

- birth of a child
- placement of foster child
- adoption
- pregnancy and any related illnesses
- miscarriage
- serious health condition
- hospitalization
- outpatient procedure

Employee's Child (under 18 years old), Spouse, Parent

- to care for child, spouse or parent with serious health condition
- related to military service

Intermittent or reduced schedule leave. Employees have the right to take FMLA leave all at once, or, when medically necessary

FMLA Guidelines:

- If an employee is requesting leave for any of the above reasons, regardless of number of days, please refer to **FMLA LEAVE PROCESS** document on page 3. Supervisors do not need any details regarding the leave, please do not ask employees for details on their reason for requesting FMLA protection.
- Business Operations will contact employee to discuss situation and eligibility and provide *Eligibility Notice, form WH-381*
- If eligible, Business Operations will provide the FMLA packet via email which includes *Certification of Healthcare Provider or Certification of Military Family Leave* and *Fit for Duty*
- It is the employee's responsibility to return the completed form to the Business Operations Department within 15 business days.
- At the completion of the 15 business days, Business Operations will *provide Designation Notice, form WH-382* to the employee and inform the supervisor if an employee is on FMLA protected leave.
- FMLA only relates to job protection. It is designed to ensure that employers do not penalize employees for any absences taken under FMLA protection. FMLA is not related to pay. Employees may use vacation, personal or sick leave to be paid during this time.
- ***It is the employee's responsibility to enter any leave requests in Netchex following the guidance found in the Employee Handbook. It is the supervisor's responsibility to approve or deny following the same guidance. Supervisors – prior to declining an FMLA protected leave request please contact Sandra, Ryan or Megan.***

- Once on approved FMLA, Supervisors are allowed to contact employee to check on them personally, however there should be no work related conversations including when and what they need to return to work. Business Operations is responsible for return to work conversations.
- What happens at the end of the request leave period:
 - Ready to Return to Work: Employee is required to submit *Fit for Duty* or comparable documentation to Business Operations prior to clocking in on their return date. Business Operations will send supervisor an email that employee has been cleared to return.
 - Employee needs to be out longer than anticipated date of return: Employee needs to contact Business Operations to discuss extension
 - An employee does not return on anticipated date of return: Supervisor will need to notify Business Operations ASAP
 - An employee leaves prior to anticipated date: Supervisor will need to notify Business Operations ASAP

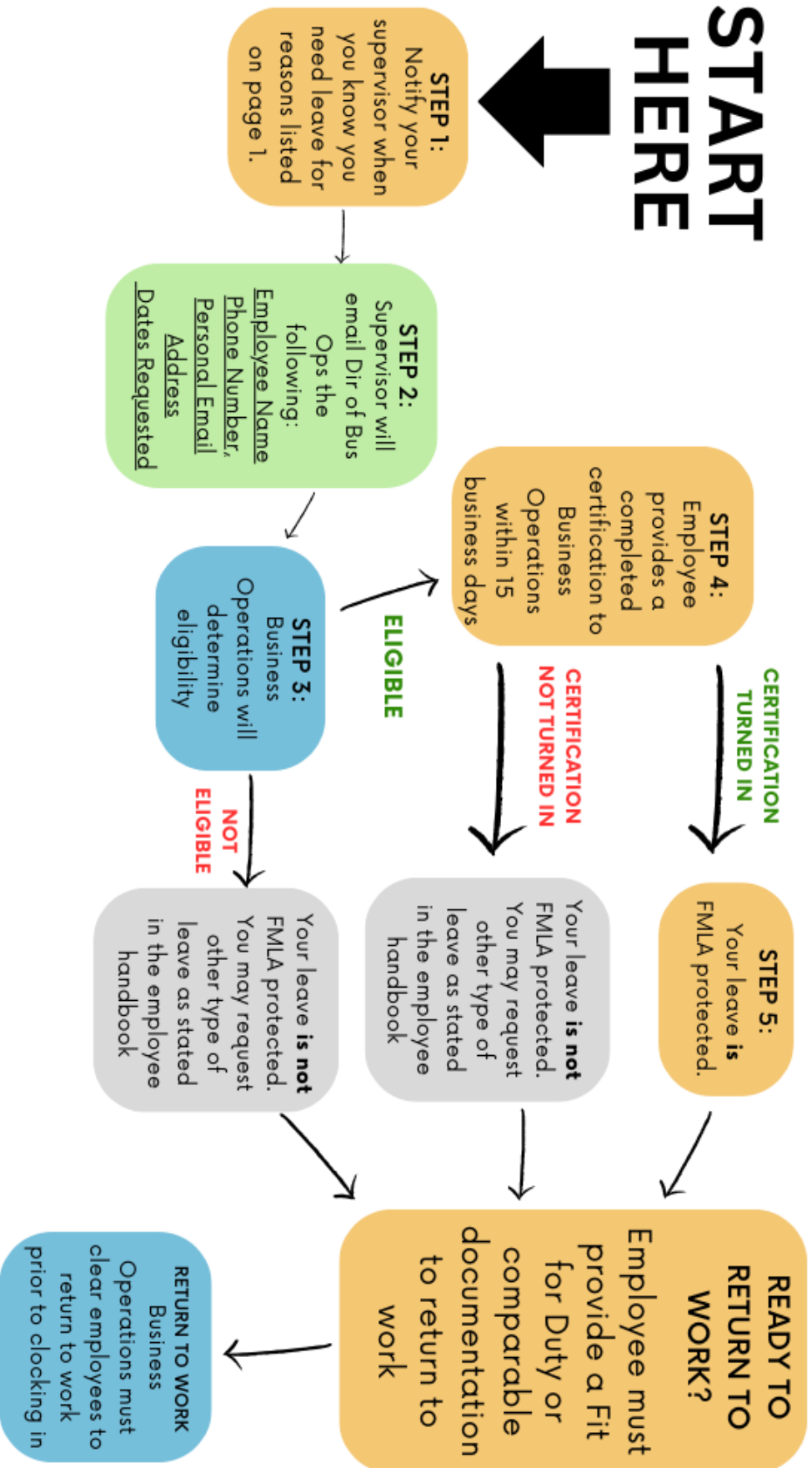
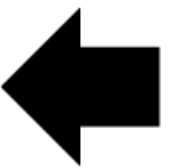
****It is the responsibility of the employee to ensure their benefits are paid throughout their leave****

Contact Us:

- If there are questions or concerns after reading the above guidelines, please contact the following Business Operations staff via email:
 - Ryan Byrd, Business Operations Assistant at rbyrd@rccdc.org
 - Megan Burns, Business Operations Manager at mmonte@rccdc.org
 - Sandra Flad, Director of Business Operations at sflad@rccdc.org
- To help us ensure Excellence, please send all questions and concerns via email initially so that we can address them effectively and efficiently.

FMLA LEAVE PROCESS

START HERE



Employee Responsibility

Supervisor Responsibility

Business Operations Responsibility