

## FMLA Policy

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The Family Medical Leave Act of 1993 (FMLA) allows an employee who has been employed by the employer for at least twelve (12) months and have worked at least twelve hundred and fifty (1,250) hours during the 12 months prior to taking FMLA leave. An eligible employee may take up to 12 weeks of FMLA for the following reasons:

- Birth of a child;
- Placement of a child for adoption or foster care;
- To care for a spouse, child, or parent with a serious medical condition;
- Because of the employee's own serious medical condition which makes the employee unable to perform the functions of his/her job; and
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

FMLA was established to provide job protection for employees, but there are certain guidelines that must be followed in order to receive that protection.

- The Act requires all employees who request FMLA to give thirty (30) days notice, if possible. (If the employee is not able to provide thirty (30) days notice, he/she should notify the Human Resources Department as soon as possible of the need for FMLA). When an employee requests to be on leave, he/she must notify the Human Resources Department. The employee will be notified whether the leave is approved as FMLA within five (5) business days upon receipt of all properly completed paperwork.
- The employee will be eligible for three (3) types of Leave: Intermittent, Reduced Schedule; or Straight.
- Employees must provide medical certification from a health care provider. The proper paperwork is available in Human Resources Office. If proper medical certification is not provided, the approval of the requested leave may be delayed until all paperwork has been submitted. If not submitted, it may not be counted as FMLA leave and the employee will be subject to losing the job protection that FMLA provides. *There is a 15- day grace period to submit proper medical certification.*
- If the information is incomplete or insufficient, the employee will be notified, in writing, and given seven (7) business days to cure the deficiency.
- Eligible employees FMLA leave is based on a rolling twelve (12) month period. A rolling 12-month period means, employees are entitled to twelve (12) weeks of leave in a 12-month period, which follows the first day FMLA leave is taken.
- Under FMLA guidelines, an employer has the right to require an employee to use their paid sick or personal leave concurrently (at the same time) as FMLA leave. The City of Vicksburg uses this method.

- Dependent coverage and supplemental insurance premiums will be covered by the employee so long as the employee has sufficient leave. Once all or sick or personal time is exhausted, the employee is responsible for his/her dependent insurance coverage, as well as any supplemental insurance coverage.
- Employees may be entitled to additional leave under the City's Extended Sick Leave Policy, as well as the American Disabilities Act, as a reasonable accommodation.
- Any medical information should **only be delivered to the Benefits Coordinator or the Human Resources Office**. It is the employee's full responsibility to make certain the Human Resources Office receives his/her FMLA paperwork, due to Health Insurance Portability and Accountability Act (HIPPA).

If you have any questions, please contact the Benefits Coordinator at (601) 631-3763 or any member of the Human Resources Department at (601) 631-3710.

Effective the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Mayor George Flaggs, Jr.

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Alderman Michael A. Mayfield, Sr.

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Alderman Alex J. Monsour, Jr.