

# **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

**Q1:** What is the Family and Medical Leave Act?

**A1:** The Family and Medical Leave Act of 1993 provides covered Federal employees with an entitlement to 12 workweeks of unpaid leave during any 12-month period. The act provided employee's the right to return to the same or equivalent position.

**Q2:** What employees are eligible?

**A2:** Full time, permanent employees who have completed at least 12 months of service.

**Q3:** Does the employee have to use unpaid leave?

**A3:**No. The employee may substitute annual leave, advanced annual leave, sick leave, advance sick leave, compensatory time, credit hours, restored leave, BRAC leave, or donated leave with FMLA.

**Q4:** For what purposes can an employee request Family and Medical Leave?

**A4:** There are 4 reason indicators for the use of Family and Medical Leave.

**DA** Birth of a son/daughter or care of newborn

**DB** Adoption or foster care

**DC** Care of a family member or parent with a serious health condition

**DD** Serious health condition of employee

**Q5:** How is Family and Medical Leave entered into DCPS?

**A5:**The Customer Service Representative (CSR) processes the authorization into DCPS by entering the SSN, effective date and the reason indicator on the "Advance/Restored/Family Leave" screen.

The CSR may also enter the usage indicator to "C" for continuous use of FLMA. The usage indicator will default to "I" for intermittent use.

The NTE date is defaulted to 1 year from the Family Leave Effective Date.

**Q6:** How is FLMA leave usage reported?

**A6:** The timekeeper enters one of the reason indicators in the environmental field on the time card to show the hours of leave used for FLMA. Once the authorization is entered that reason is reflected on all reports even if a different code is entered on the time card.

**Q7:** What DCPS report shows FLMA information?

**A7:** The Advance/Family Leave Authorization (P6670R03) report shows the number of hours authorized to be used.