

FMLA – What I Need to Know

What is FMLA?

FMLA provides eligible employees with up to 12 weeks of job-protected leave per year. FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable paid and/or unpaid leave for certain family and medical reasons. This includes reasons, such as the birth of a child, placement for adoption or foster care, caring for a family member with a serious health condition, or the employee's own serious health condition. Employees are required to use up to 12 weeks of their previously accrued sick, personal, or vacation time during their leave. If their accrued time is exhausted, the remaining FMLA leave will be without pay.

Who is eligible for FMLA?

An eligible employee must have worked for the City of Medford for at least 12 months and have at least 1,250 hours of service in the preceding 12 months.

How do I apply for FMLA leave?

Employees can apply for FMLA by contacting Ginny Richard, Benefits Administrator, in person, by email grichard@medford-ma.gov, or by phone 781-393-2406. Employees will need to provide the anticipated first day out of work to initiate the paperwork.

- If the Employee knows in advance that they will need FMLA leave (for example, surgery or pregnancy), they must give the City at least 30 days' advance notice.
- If the Employee finds out they need leave less than 30 days in advance, they must give the City notice as soon as they can (the day you find out or the next work day).
- If the Employee needs FMLA leave unexpectedly (for example, a family member is in an accident), they must notify the City as soon as they can.
 - Employees must follow the City's usual notice or call-in procedures unless they are incapacitated and unable to do so.

FMLA Paperwork

- If the Employee meets the minimum requirements, the City will provide them with the FMLA Notice of Eligibility & Rights and Responsibilities.
- If a medical certification is required, the Employee will be provided with the FMLA Certification of Health Care Provider. The treating physician must be allowed at least 15 calendar days to complete the form. This form is not required for pregnancy.
- Employees will complete a Leave of Absence Request Form, have it signed by their supervisor or Chief, and submit it to Human Resources.

FMLA Approval

- The City will provide the Employee with
 - The FMLA Designation Notice, within five (5) business days after receipt of required documentation.
 - A signed and approved LOA Request Form,
 - A formal Approval Letter from the Director of Human Resources.
 - The employee's department head will be notified of the approval. This will include a copy of the LOA Request Form

Return to Work

- Employees on leave for their own personal medical issue will be required to submit a Return to Work note **before** returning to work.