


CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 90
SECTION Personnel		DESCRIPTION Family Medical Leave	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) complies with the Family and Medical Leave Act (FMLA).

STANDARDS:

- A. In accordance with FMLA, LCCMH provides up to 12 weeks of unpaid leave to eligible employees for the following reasons:
 1. For the birth and care of a newborn child of an employee.
 2. For adoption or foster care placement of a child to the employee.
 3. To care for a spouse, child, or parent with a serious health condition.
 4. To take medical leave when the employee is unable to work because of a serious health condition.

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- B. Employees are eligible for Family Medical Leave if they have worked for LCCMH for at least 12 months and for at least 1,250 hours over the past 12 months.
- C. An employee requesting Family Medical Leave is required to first use any available vacation, personal leave or other appropriate paid leave time.
 - 1. The employee may hold back up to five days of vacation time.
 - 2. The paid leave will count toward the twelve-week maximum time off.
- D. Employees who are off work for 5 or more consecutive calendar days due to a serious health condition must apply for Family Medical Leave, if eligible.
- E. Additional details regarding FMLA may be found in the Bargaining Unit Contract, the Lapeer County Policy relating to FMLA and in the federal law.

PROCEDURES:

- A. An employee contacts the Human Resources (HR) Department to notify the agency of intent to take Family Medical Leave. Requests are required one month in advance of requested leave, except in the case of an emergency.
- B. The HR Department provides the employee with the County Application for Family Medical Leave.
- C. The employee returns the completed application to the HR Department.
- D. The HR Department reviews the application and submits it to the Chief Executive Officer for approval.
- E. The HR Department sends the signed application to Lapeer County Administration.
- F. Lapeer County Administration contacts the employee with necessary documents.
- G. Once granted a leave of absence, the employee commits to returning to work immediately upon the expiration of the leave.

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REFERENCES:

The Family and Medical Leave Act of 1993, Public Law 103-3, February 5, 1993 (29 U.S.C. 2601 et seq.)

AM:lr

This policy supersedes
#03/08014 dated 03/25/2008.
