

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

☒ CMH Staff	☐ Board Members	☐ Provider Network	☐ Employment Services Providers
☐ Employment Services Provider Agencies	☐ Independent Contractors	☐ Students	☐ Interns
☐ Volunteers	☐ 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.
- 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.

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- 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 counts toward the 12 week maximum time off.
- D. Employees who are off work for five 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 requests FMLA through the Human Resource Information System (HRIS) by clicking "PTO request," "Extended Leave," then "Open a Case." Requests are required to be submitted one month in advance of requested leave, except in the case of an emergency. The employee must complete and upload the County FMLA application (located in the county shared drive, FMLA folder) to the request in the HRIS. Employees can contact LCCMH HR for assistance as needed.
- B. The Lapeer County and LCCMH Human Resources (HR) Departments are notified through the HRIS that a FMLA case has been requested. .
- C. Lapeer County Administration reviews request for FMLA and determines employee eligibility. County Administration then contacts the employee with necessary documents.
- D. While off on full FMLA benefit, employees' electronic access to all CMH business will be temporarily suspended until their return. Timecards will be completed by LCCMH HR until the employee returns.
- E. 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

Supersedes: #03/08014 dated 03/25/2008