


CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 90
SECTION Personnel		DESCRIPTION Family Medical Leave	
WRITTEN BY Michael K. Vizona, M.B.A. Executive Director	REVISED BY Amy Morrison, BS HR Manager	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

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 will provide up to 12 weeks of unpaid leave to eligible employees for the following reasons:
1. For the birth and care of the newborn child of an employee.
 2. For placement with the employee of a child for adoption or foster care.
 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.

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

- B. Employees are eligible for FMLA 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 FMLA 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.

PROCEDURES:

- A. An employee requesting FMLA will be required to make the request at least one month in advance of the requested leave, except in the case of an emergency.
- B. Once granted a leave of absence, the employee commits to returning to work immediately upon the expiration of the leave.
- C. Additional details regarding FMLA may be found in the Bargaining Unit Contract, the Lapeer County Policy relating to FMLA and in the federal law.

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.
