

Quick Guide to FMLA

Under the Family and Medical Leave Act of 1993, as amended, and the County's FMLA policy which follows the law, an employee will be granted up to 12 weeks per calendar year of scheduled leave for their own or a family member's serious health condition, the birth and care of a newborn child, placement of child for adoption or foster care and a qualifying military exigency. Up to 26 weeks in a single 12 month period is available for service member leave. To be approved for FMLA, the employee must be (1) eligible, the leave is (2) qualified and (3) certified if required.



This is a 3-step summary of FMLA. For full details, refer to the Family and Medical Leave Handbook (The County's FMLA policy) on the Employee Benefits website www.pinellascounty.org/hr/benefits/fmla or by contacting Employee Benefits at 464-4570.

Eligibility

#1 Is the employee ELIGIBLE for FMLA?
If YES, proceed to #2 ►

- Employee must have been employed by the County at least 12 months (does not need to be consecutive), AND
- Must have worked at least 1250 hours in the 12 month period immediately preceding the start of the leave
- In addition to self, employee make request FMLA to care for a qualified:
 - Spouse
 - Child
 - Parent

Questions are both permitted and required to obtain sufficient information to determine if an absence qualifies under FMLA. For example:

- Were you admitted to the hospital?
- When did your incapacity begin?
- When do you expect to return to work?
- Have you seen a doctor?
- Did you get a prescription?
- Are you scheduled to go back to the doctor?

Qualification

#2 Does the condition QUALIFY for FMLA?
If YES, proceed to #3 ►

- Serious health condition:
 - Overnight hospitalization
 - Incapacity of >3 consecutive calendar days (>72 hours) including any subsequent treatment or period of incapacity relating to the same condition PLUS Continuing treatment by a medical provider (2 or more Dr.'s visits or 1 Dr. Visit + regimen OF TREATMENT, e.g. prescription).
 - Chronic health condition—requiring periodic doctor's visits, over an extended period of time, causing episodic flare-ups.
 - Multiple Treatments (non-chronic condition) and recovery therefrom by health care provider for condition that would likely result in period of incapacity of >3 consecutive calendar days
 - Permanent long-term condition, i.e. period of incapacity due to a condition for which treatment may not be effective. Person must be under continuing supervision but need not be receiving active treatment by a health care provider.
- Pregnancy, prenatal care, bonding, placement of child for adoption or foster care
- Qualifying military exigency
- Service member leave

Certification

#3 Is certification required?
If YES, and provided, leave is FMLA!

- **Continuous Leave—Unpaid**
Written Certification of Health Care Provider must be submitted if any portion of the employee's leave is unpaid.
- **Intermittent Leave - Paid or Unpaid**
Written Certification of Health Care Provider must be provided. Condition must be recertified every 6 months upon an absence related to the condition.
- **Reduced Schedule - Paid or Unpaid**
Written Certification of Health Care Provider must be provided.
- **Qualifying Exigency and Service Member Leave - Paid or Unpaid**
Certification of Health Care Provider is required.

Concurrent Leave

Leave under the Pinellas County FMLA policy will be used concurrently with all other types of paid/unpaid leave including Workers' Compensation and Short or Long-Term Disability. At the same time you are out on other leave, if FMLA eligible and qualified, the hours you are out of the workplace will also be deducted from your FMLA entitlement.

Employees must contact The Standard at 855-290-9479 to initiate a leave request if out of work for any FMLA qualifying reason and notify their supervisor/manager using the department absence reporting procedure. A leave request must be submitted via the OPUS self-service module.