



FAMILY AND MEDICAL LEAVE ACT (FMLA) & PAID FAMILY LEAVE

ELIGIBILITY REQUIREMENTS:

FMLA

- Part-time, full-time, or temporary employees who have been employed by Metro for at least 12 months (does not have to be continuous or consecutive) and have “actually” worked at least 1,250 hours during a 12-month period prior to beginning FMLA leave
- Qualifying Events:
 - ✓ employee’s serious health condition
 - ✓ birth and care of the employee’s child
 - ✓ placement of a child for adoption or foster care
 - ✓ to care for an employee’s spouse, child or parent who has a serious health condition
 - ✓ qualifying exigency for military family leave
 - ✓ to care for a covered servicemember with a serious injury or illness

PAID FAMILY LEAVE

- Full-time employees who have been employed by Metro for at least 6 months (must be continuous) and work at least 32 hours per week or more
- Qualifying Events:
 - ✓ birth and care of the employee’s child
 - ✓ placement with the employee of a child for adoption or the date that legal custody is granted (foster placement is not eligible)
 - ✓ to care for an employee’s spouse, child, or parent who has a serious health condition

LEAVE ENTITLEMENT:

- **FMLA** provides eligible employees (part-time, full-time, or temporary) up to 12 workweeks of unpaid leave
- **Paid Family Leave** provides eligible employees (full-time employees) up to 30 workdays of paid leave for birth or adoption of a child and/or to provide care for a spouse, parent, or child as defined by FMLA
- **Tennessee Maternity Leave Act** provides leave up to 16 weeks for maternity and paternity purposes upon the birth or adoption of a child. The FMLA 12-workweek period will be counted as a part of the 16 weeks allowed by the State law
- **Military Family Leave** provides eligible employees with a special leave entitlement that permits employees up to 26 weeks of leave to care for a covered servicemember during a single 12-month period

THREE (3) BASIC TYPES OF FMLA LEAVE:

- Continuous, single-block, or long-term
- Intermittent
- Reduced schedule

ALL THREE (3) ELEMENTS MUST BE SATISFIED:

- Employee must make reasonable effort to schedule the leave so it does not unreasonably disrupt the department’s operations
- Employee must provide 30 days advance written notice of the need to take FMLA leave when the need is foreseeable
- Employee must submit a Medical Certification from a health care provider within 15 calendar days demonstrating that the leave is medically necessary

RECORDKEEPING REQUIREMENTS:

- Must be maintained for no less than 3 years

PAYROLL PROCESSES:

FMLA leave time should be entered on the employee’s time card for payroll each pay period until the employee returns to work

EBS STATUS CODES * :

- 3 – FMLA
- 4 – Military Leave
- 6 – STD
- L – LWOP

* no current code for PFL

PAYROLL CODES:

- 9 – PFL
- 270 – IOD (CS employees)
- 271 – IOD (NCS employees)
- 276 – STD/FMLA
- 277 – STD
- 280 – FMLA (paid)
- 281 – FMLA (unpaid)
- 285 – LWOP



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BENEFITS:

Health, Dental, and Optical Insurance	➔	Coverage will continue as if the employee is not on FMLA leave; 3 options for payment of premiums: <ul style="list-style-type: none">✓ Pay all premiums in advance prior to taking FMLA leave✓ Pay all premiums directly to Metro on a monthly basis as due✓ Pay when you return to work (double deductions from paycheck)
Supplemental & Dependent Life Insurance	➔	You must make a full premium payment or a lapse in coverage will occur if: <ul style="list-style-type: none">✓ You miss 30 days' work✓ You miss 3 or more paychecks✓ You are on Leave Without Pay (LWOP) status from Metro
Short-Term Disability (STD)	➔	You do not have to pay STD insurance premiums, if approved by insurance company
Long-Term Disability (LTD)	➔	You must pay LTD premiums for your LTD insurance to remain in effect while on STD
Metro Pension	➔	Any period of FMLA leave shall be treated as continued service – vesting & eligibility
Accruing Vacation/Sick Time	➔	Employee must be in a paid status the entire month in order to accrue for that month
Longevity	➔	If you are in a LWOP status for longer than 20 days, your continuous service date will be adjusted by the number of days over 20; Your longevity amount is based on your continuous service date pursuant to the longevity Resolution (RS2001-642)
In-Line-Of-Duty Injury Leave (IOD)	➔	IOD leave has a maximum duration of 6 months, FMLA job protection expires after 12 workweeks: IOD protection after that



<https://www.nashville.gov/Human-Resources/Personnel-Services/FMLA-.aspx>