

Call-in Procedures: In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

Leave Increments

Parental Leave: Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within twelve (12) months of the birth or placement of the child; however, employees may use Parental Leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical Leave, Military Exigency and Military Care Leave: Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a Health Care Provider deems it necessary or if the nature of a Qualifying Exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Paid Leave Utilization During Fmla Leave

Employees taking Parental, Family Care, Military Exigency and/or Military Care leave must utilize available vacation/PTO, personal days and/or family illness days during this leave. Employees on Personal Medical leave must utilize available sick, personal and vacation/PTO days during this leave. Employees receiving short- or long-term disability or worker's compensation benefits during a Personal Medical Leave will not be required to utilize these benefits. However, employees may elect to utilize accrued benefits to supplement these benefits.

Certification And Fitness For Duty Requirements

Employees requesting Family Care, Personal Medical or Military Care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within fifteen days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. At the In the County's discretion, employees may also be required to obtain a second and third certification from another health care provider at County expense (except for Military Care leave). Re-certification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a Military Exigency leave may also be required to provide appropriate active-duty orders and subsequent information concerning Qualifying Exigencies involved.

Employees requesting Personal Medical leave will also be required to provide a fitness for duty certification from their Health Care Provider prior to returning to work.