



Family and Medical Leave Act

February 2016

- Predicated on 2 key premises:
 - Employees should not be forced to forfeit their jobs to take leave because of their own illness or illness of a family member.
 - Stability in the workplace and higher productivity can be promoted by offering workers reassurances that such leave will be granted.

- Applies to all public agencies and private companies with 50 or more employees

- Employees who take leave under the FMLA must be restored to the same or equivalent job when returning from leave.

- Grants eligible workers up to 12 weeks of unpaid leave during any 12 month period for:
 - Birth/adoption of child
 - Care for an immediate family member (spouse, child, parent) with a covered illness
 - Employees' own covered serious health condition
- To be covered an employee must:
 - Have worked for the employer for at least 12 months
 - Have worked more than 1250 hours in last 12 months
 - Work for an employer with at least 50 ees in a 75 mile radius
- Intermittent leave is permissible.

- Inpatient hospital care
- Absence plus treatment
 - Absence of more than 3 consecutive days plus treatment 2 or more times by a physician, or a regimen of continuing treatment
- Pregnancy
- Chronic Conditions
- Permanent/Long-term conditions
- Multiple treatments (non-chronic conditions)



FMLA Process

- The FMLA process will be initiated when:
 - the employee requests leave under FMLA; or
 - employer believes leave meets criteria (3 consecutive days absent); or
 - employee requests ANY medical leave (consecutive sick leave, STD, LTD, Workers Compensation) or adoption leave.

- Employees must certify for leave under the FMLA if they meet the criteria.
- FMLA leave runs concurrently with the employee's available paid leave (sick leave, PTO, etc).

- “I was up all night helping my mom, she has dementia.”
- “I’m going to be getting surgery this summer to fix this bum hip.”
- “My son can’t stop coughing and I keep having to leave work to pick him up from school.”
- “I’m so excited, my wife and I are having a baby!”

FMLA requires coverage even if the employee doesn’t formally request...you are the eyes and ears!

- Employees must follow all normal call-in procedures when taking FMLA and must specify when it is FMLA-related.
- Absences specified as FMLA **WILL NOT** count as occurrences under any attendance policy.

What do I do when an employee
needs FMLA?



- Let the employee know about FMLA certification and direct them to strategic HR: 513-697-9855 or COHFMLA@strategichrinc.com
 - The employee may also contact the Civil Service and Personnel Department.
- Supervisor follow up with an email or phone call to strategic HR or Civil Service and Personnel.
- strategic HR will initiate the process with the employee.
- Upon receipt and review of completed documentation from employee and treating physician, an FMLA certification determination will be made and the employee will be notified.
- If FMLA is approved, strategic HR will send an email to supervisor, Appointing Authority, timekeeper and CS&P notifying them of the employee's FMLA certification and necessary details.

Good afternoon, Supervisor and Timekeeper,

Please use this email as formal notification that John Doe was approved for FMLA with an effective date of February 2, 2016. He is expected to be out of work from February 2- February 28, 2016 and all of the time absent should accounted for as Sick Leave - FMLA in the payroll system. His available paid sick leave will run concurrently with this unpaid FMLA leave.

Mr. Doe's estimated return to work date is March 1, 2016. If you receive the appropriate return to work paperwork from Mr. Doe, please provide it to the Civil Service and Personnel Department upon receipt. If we receive it prior to you, we will be certain to let you know.

Thanks for your support and let me know if you have any questions.

Kind regards,
Brienne

FMLA Tracking and Timekeeping

- Once certified for FMLA, the employee should indicate the days of FMLA leave on the “Leave Request Form.”
- Instruct the employee to check the FMLA box on the “Leave Request Form” in addition to notating the paid time off that they would like to take.



Leave Request Form

Today's Date

First Name Initial Last Name

Department

Leave Started <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Ended <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Type <input type="text"/>	Comment <input style="width: 100%; height: 150px;" type="text"/>
Leave Started <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Ended <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Type <input type="text"/>	
Leave Started <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Ended <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Type <input type="text"/>	
Leave Started <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Ended <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Type <input type="text"/>	
Leave Started <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Ended <input type="text"/> Time <input type="text"/>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Leave Type <input type="text"/>	

If using multiple leave types on one day, use correlating leave type abbreviation and number of hours in Leave Type Field. Example: S-4;V-4 = Sick Leave 4 hours;Vacation Leave 4 hours

Enter number of hours for specific leave request

<input type="checkbox"/> Sick (S)	<input type="checkbox"/> PTO (P)	<input type="checkbox"/> Birthday (B)	<input type="checkbox"/> Military (M)
<input type="checkbox"/> Jury Duty (J)	<input type="checkbox"/> FMLA-Unpaid (FM)	<input type="checkbox"/> Floating Holiday (FH)	<input type="checkbox"/> E.D.O. (Fire Dept) (E)
<input type="checkbox"/> Donated Leave (DL)	<input type="checkbox"/> Funeral (F)	<input type="checkbox"/> Union Business (U)	<input type="checkbox"/> FIT. Nat'l. Holiday (FN)
	<input type="checkbox"/> Admin. Leave (A)	<input type="checkbox"/> Personal - Unpaid (P)	<input type="checkbox"/> Compensatory (C)

Choose One (1):
 Scheduled
 Unscheduled

Total Hours of Leave

-Certification-

*I certify the information provided herein is correct and complete to the best of my knowledge and belief. I understand that false or misleading statements or omission of material fact as to this application may be cause for disciplinary action to include dismissal.

Complete Item(s) Below Based Upon Type of Leave Requested

Sick Leave (Select One)	Sick Leave Type (Select One)
<input type="checkbox"/> With Physician Excuse	<input type="checkbox"/> Personal Illness/Injury
<input type="checkbox"/> Without Physician Excuse	<input type="checkbox"/> Family Medical Emergency
	<input type="checkbox"/> Physician Appointment
	<input type="checkbox"/> Job Related Injury

When Paid Leave runs concurrent with FMLA, check box below
 FMLA Leave (requires approval)

Jury, Military, and Union Business - State the reasons for the request

and Relationship

Employee Signature

Date

Supervisor Leave Authorization
 Approved Disapproved

Reason for Disapproval

Supervisor Signature

Authorization Date

Employee should check this box for unpaid FMLA

Employee should check this box if FMLA is concurrent with paid leave

- Timekeepers should make sure to enter the Reason code “FMLA – Family Medical Leave Act” for all paid hours codes associated with FMLA leave.
- If an employee has exhausted their paid time and is using unpaid FMLA time only, use the hours code “910 – Family Medical Leave Act” as well as the reason code “FMLA – Family Medical Leave Act.”

Employee Hours Entry - Windows Internet Explorer

http://finappvm/Logos/HR/HoursEntry/HoursEntry.aspx?M=2&PayBatchID=3262&EmployeeID=340&Clear=Y&FromManualCh

File Edit View Favorites Tools Help

Internal Main Suggested Sites Free Hotmail Web Slice Gallery

Employee Hours Entry

New World Systems City of Hamilton, Ohio

myFavorites | Financial Management | Human Resources | Maintenance

Manual Check List

Employee Hours Entry -

Pay Group and Batch		Totals	Job Information
Pay Group and Batch	1267 - B	Regular Hours	0.0000
Pay Start Date	1/9/2016	Premium Hours	0.0000
Pay End Date	1/22/2016	Regular + Premium	0.0000
		Other Pay	\$0.00
		Job	
		Department	
		Rate	
		G/L	

Employee Name

Work Date	Hours Code	Hours/Amount	Pay Rate	Job	Organization Set	Detail	Delete
1/9/2016			18.9000	120-2003-04 - ACCOUN			
			0.0000				
			0.0000				
			0.0000				
			0.0000				
			0.0000				
			0.0000				
			0.0000				
			0.0000				
			0.0000				

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Save Reset Validate **Customize** New Page Accruals Hours Code Hours Entry

Local intranet 100%

7 Reminders Screenshots of ... Employee Hours... Document2 - Mi... 9:51 PM

Click the employee name, then click "Customize"

Employee FMLA with paid leave use

In Column 3, "Reason," choose FMLA

The screenshot shows a web browser window titled "Employee Hours Entry - Windows Internet Explorer". The address bar contains the URL: <http://finappvm/Logos/HR/HoursEntry/HoursEntry.aspx?vl=2&PayBatchID=3262&EmployeeID=340&Clear=Y&FromManualCh>. The browser shows a "Logos.NET -- Webpage Dialog" titled "Customize Hours Entry".

The dialog box has the following fields:

- Column 1: Pay Rate (dropdown)
- Column 2: Job (dropdown)
- Column 3: Reason (dropdown)

An orange callout box on the left side of the screen contains the text: "In Column 3, 'Reason,' choose FMLA". An orange arrow points from this text to the "Reason" dropdown menu in the dialog box.

The background application shows a table with the following columns: Organization Set, Detail, and Delete. The table contains several rows of data, each with a dropdown menu and a checkbox. The page number is "Page 1 of 1".

At the bottom of the application, there are buttons for: Save, Reset, Validate, Customize, New Page, Accruals, and Hours Code Hours Entry.

The Windows taskbar at the bottom shows the start button, several open applications (Inbox - Microsoft..., 7 Reminders, Screenshots of ..., Employee Hours..., Document2 - Mi...), and the system clock showing 9:51 PM.

Employee FMLA with paid leave use

Employee Hours Entry - Windows Internet Explorer

http://finappvm/Logos/HR/HoursEntry/HoursEntry.aspx?V=2&PayBatchID=3262&EmployeeID=340&Clear=Y&FromManualCh

File Edit View Favorites Tools Help

Employee Hours Entry

New World Systems City of Hamilton, Ohio

myFavorites | Financial Management | Human Resources | Maintenance

Manual Check List

Employee Hours Entry -

Pay Group and Batch 1267 - B
Pay Start Date 1/9/2016
Pay End Date 1/22/2016

Totals
Regular Hours 0.0000
Premium Hours 0.0000
Regular + Premium 0.0000
Other Pay \$0.00

Job Information
Job
Department
Rate
GL

Employee Name

Work Date	Hours Code	Hours/Amount	Pay Rate	Job	Reason	Detail	Delete
1/9/2016	525 - USED SICK-PER		18.9000	120-2003-04 - ACCOU	FMLA - Family Medical L		<input type="checkbox"/>
			18.9000				<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
			0.0000				<input type="checkbox"/>
			0.0000				<input type="checkbox"/>
			0.0000				<input type="checkbox"/>

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Save Reset Validate Customize New Page Accruals Hours Code Hours Entry

Local intranet 100% 9:54 PM

Paid Sick Leave

And FMLA are both captured

For unpaid FMLA, select the Hours Code "910 - FMLA"

Employee Hours Entry - Windows Internet Explorer

http://finappvm/Logos/HR/HoursEntry/HoursEntry.aspx?l=2&PayBatchID=3262&EmployeeID=340&Clear=Y&FromManualCh

File Edit View Favorites Tools Help

Employee Hours Entry

New World Systems City of Hamilton, Ohio

myFavorites | Financial Management | Human Resources | Maintenance

Manual Check List

Employee Hours Entry -

Pay Group and Batch	1267 - B	Totals	Job Information
Pay Start Date	1/9/2016	Regular Hours	0.0000
Pay End Date	1/22/2016	Premium Hours	0.0000
		Regular + Premium	0.0000
		Other Pay	\$0.00
			Job
			Department
			Rate
			GL

Employee Name

Work Date	Hours Code	Hours/Amount	Pay Rate	Job	Reason	Detail	Delete
1/9/2016	525 - USED SICK-PER		18.9000	120-2003-04 - ACCOU	FMLA - Family Medical L		
1/10/2016	910 - FAMILY MEDICAL		18.9000	120-2003-04 - ACCOU			
	720 - USED COMPENSATORY TIME						
	725 - EARNED COMP TIME @ 2.0						
	726 - PARAMEDIC-USED COMP TIME						
	730 - COMP TIME PD P&F(Do Not Use)						
	735 - COMP TIME PAID PERG(Do Not Use)						
	740 - DONATED COMP TIME TO CO-WORKER						
	810 - FUNERAL LEAVE						
	816 - PARAMEDIC - FUNERAL LEAVE						
	910 - FAMILY MEDICAL LEAVE ACT						
			0.0000				
			0.0000				
			0.0000				

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Save Reset Validate Customize New Page Accruals Hours Code Hours Entry

Local intranet 100%

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Employee Hours Entry - Windows Internet Explorer

http://finappvm/Logos/HR/HoursEntry/HoursEntry.aspx?vl=2&PayBatchID=3262&EmployeeID=340&Clear=Y&FromManualCh

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Employee Hours Entry

New World Systems City of Hamilton, Ohio

myFavorites | Financial Management | Human Resources | Maintenance

Manual Check List

Employee Hours Entry

Pay Group and Batch	1267 - B	Totals	Job Information
Pay Start Date	1/9/2016	Regular Hours	0.0000
Pay End Date	1/22/2016	Premium Hours	0.0000
		Regular + Premium	0.0000
		Other Pay	\$0.00

Job Information

Job: [Redacted]

Department: [Redacted]

Rate: [Redacted]

GL: [Redacted]

Employee Name: [Redacted]

Work Date	Hours Code	Hours/Amount	Pay Rate	Job	Reason	Detail	Delete
1/9/2016	525 - USED SICK-PER		18,9000	120-2003-04 - ACCOU	FMLA - Family Medical L		<input type="checkbox"/>
1/10/2016	910 - FAMILY MEDICAL		18,9000	120-2003-04 - ACCOU			<input type="checkbox"/>
			0.0000				
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			0.0000				

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Save Reset Validate Customize New Page Accruals Hours Code Hours Entry

DISP - Disciplinary action
DR APP - PTO used for Doctor's Appointment.
E - Extension of Tour
EMCI - Overtime paid due to Emergency call in
F - Traffic Overtime
FEMA - FEMA deployment
FMLA - Family Medical Leave Act
FOS - Focus on Safety
FTO - Field Training Officers

And also select Reason code FMLA

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start Inbox - Microsof... 7 Reminders Screenshots of ... Employee Hours... Document2 - M... 9:54 PM

Choose paid leave type



Then select Reason code "FMLA"



Hours Code	Hours/Amount	Pay Rate	Job	Reason
1420 - USED PERSON	8.0000	18.9000	120-2003-04 - ACCOUN	EMCI - Overtime paid due to Emergency call in
		0.0000		F - Traffic Overtime
		0.0000		FEMA - FEMA deployment
		0.0000		FMLA - Family Medical Leave Act
		0.0000		FOS - Focus on Safety
		0.0000		FTO - Field Training Officers
		0.0000		FUNL - Overtime paid due to funeral leave
		0.0000		G - Committee Meetings
		0.0000		GREV - Grievance pay

The screenshot shows a web browser window displaying the 'Employee Hours Entry' page. The browser address bar shows the URL: `http://finappvm/Logos/HR/HoursEntry/HoursEntry.aspx?lvl=2&PayBatchID=3272&Emp...`. The page header includes the 'New World Systems' logo and 'City of Hamilton, Ohio'. Below the header, there is a 'Manual Check List' and 'Employee Hours Entry' section. The page displays a summary for 'Pay Group and Batch 1267 - B' and 'Totals' (Regular Hours: 8.0000, Premium Hours: 0.0000, Regular + Premium: 8.0000, Other Pay: \$0.00). A table lists 'Employee Name' and 'Hours Code' (1420 - USED PERSON). An orange arrow points from the text 'Paid Leave' to the 'Hours Code' dropdown. Another orange arrow points from the text 'And FMLA are both captured' to the 'Reason' dropdown, which is set to 'FMLA - Family Medical L...'. At the bottom, there are buttons for 'Save', 'Reset', 'Validate', 'Customize', 'New Page', 'Accruals', and 'Hours Code Hours Entry'.

Paid Leave

And FMLA are both captured

Work Date	Hours Code	Hours/Amount	Pay Rate	Job	Reason	Details
1/23/2016	1420 - USED PERSON	8.0000	18.9000	120-2003-04 - ACCOUN	FMLA - Family Medical L	
		0.0000				
		0.0000				
		0.0000				
		0.0000				
		0.0000				
		0.0000				
		0.0000				
		0.0000				
		0.0000				

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Save Reset Validate Customize New Page Accruals Hours Code Hours Entry

Supervisor and Timekeeper Responsibilities



- Be familiar with FMLA eligibility criteria and provisions.
- Respond to employees' questions and requests. If you are uncertain about anything, point them to us.
- Advise employees to contact strategic HR or Civil Service & Personnel for information about or to request a leave under the FMLA.
- Notify strategic HR or Civil Service & Personnel Department if you believe an employee meets the criteria for FMLA.
- Track FMLA usage appropriately.

