

CITY OF PLANO POLICIES AND PROCEDURES

212.000

Department Name: Human Resources Manual

Procedure: Family and Medical Leave

Effective Date: 11/01/96

Revision Date(s): 07/01/02, 01/01/03, 07/01/06, 04/01/07, 04/01/09, 07/01/09,
01/01/10, 07/01/10, 10/01/10, 04/01/2011

I. Purpose

To provide employees with family and medical leave benefits pursuant to the Family and Medical Leave Act of 1993, as amended (“FMLA”).

II. Eligibility

Any employee who has been employed by the City for at least twelve (12) months, has worked for at least 1,250 hours during a twelve 12-month period and has an FMLA-qualifying event is eligible to take medical leave as provided under the FMLA. The 12 months need not be consecutive. However, employment prior to a break in service of seven years or more will not be considered when determining whether an employee has worked for the city for at least 12 months.

III. General Family and Medical Leave

A. Definitions

1. Eligible Family Member

Employee’s parent, son or daughter and spouse.

2. Parent

For the purpose of this policy, “parent” is the biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis*¹ to the employee when the employee was a child. This does not include parents “in law”.

3. Son or Daughter

For the purpose of FMLA leave taken for birth or adoption, or to care for a family member with a serious health condition, son or daughter is defined as a biological, adopted or foster child, a stepchild, a legal ward, or child of an employee who is standing *in loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that the FMLA leave is to commence.

¹ *In loco parentis* refers to a person who provides either day-to-day care or financial support to a child. The status does not require a biological or legal relationship. Whether an employee stands in loco parentis to a child will depend on the particular facts.

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4. Spouse

A husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage.

5. Serious Health Condition

An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

6. Health Care Provider

A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or other persons determined by the United States Secretary of Labor to be capable of providing health care services. Others capable of providing health care include podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse-midwife, clinical social worker, physician assistant, or Christian Scientist Practitioners.

B. General Family Leave Provisions

1. In accordance with the general provisions of the FMLA, the City will provide an eligible employee 12 workweeks of leave for the following reasons:
 - a. Birth of an employee's child, and to care for the newborn child;
 - b. Adoption of a child by the employee, or official placement of a child with the employee for foster care;
 - c. Care of the employee's son, daughter, spouse or parent with a serious health condition; and
 - d. A serious health condition that makes the employee unable to perform the functions of the employee's job.

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2. In determining the amount of leave available to an employee for the reasons above, the City will consider any FMLA leave taken in the twelve (12) months prior to the date the requested leave is to begin. This method is a “rolling 12-month period”.
3. Spouses who are employed by the City are limited to a combined total of twelve (12) weeks in the amount of family leave they may take for birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.
4. Leave for birth and care of newborn or placement for adoption or foster care, must conclude within 12 months of the birth or placement and cannot be taken intermittently unless medically necessary or agreed upon by the employee’s department director.

IV. Military Family Leave

A. Definitions

1. Health Care Provider

For purposes of leave taken to care for a covered servicemember, any one of the following: a United States Department of Defense (“DOD”) health care provider, a United States Department of Veterans Affairs (“VA”) health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized private health care provider.

2. Military Caregiver Leave

Leave provided to an eligible employee to care for a covered servicemember with a serious injury or illness. For purposes of this type of FMLA leave, the eligible employee is defined as a spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty and is actively receiving medical treatment. Military caregiver leave extends to those seriously injured or ill members of the Regular Armed Forces, National Guard or Reserves.

Eligible employees may also use this leave to care for a Veteran undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred in the course of active duty, if the treatment, recuperation, or therapy occurs within five (5) years after the date on which the veteran receives treatment.

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3. Serious Injury or Illness

An injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

4. Serious Injury or Illness of a Veteran

An injury or illness incurred by the member in line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran. This includes pre-existing conditions that were aggravated by service in the line of duty while on active duty and those incurred in the line of duty while on active duty.

5. Covered Servicemember

A member of the Armed Forces, including a member of the National Guard, Regular Armed Forces or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible employees may also use leave to care for a veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in the course of active duty, if the treatment, recuperation, or therapy occurs within five (5) years after the veteran leaves military service

6. Parent of a covered servicemember

A covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the covered servicemember. This term does not include parents "in law."

7. Son or Daughter of A Covered Servicemember

The servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the servicemember stood *in loco parentis*, and who is of any age.

8. Next of Kin of a Covered Servicemember

For purposes of the military caregiver leave, "next of kin" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who

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have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA, in which case the designated individual shall be deemed to be the covered servicemember's next of kin.

9. Qualifying Exigency Leave

Leave provided to an eligible employee while the employee's spouse, son, daughter or parent, is on active duty or call to active duty status. This leave is provided to address issues related to short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities. The "covered military member" must be on active duty or call to active duty status in the National Guard, Reserves or Regular Armed Forces.

10. Son or Daughter on Active Duty or Call To Active Duty Status

The employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood *in loco parentis*, who is on active duty or call to active duty status, and who is of any age.

11. Active Duty or Call To Active Duty Status

A member of the National Guard or Reserves who is under a call or order to active duty or has been notified of an impending call or order to active duty in support of a contingency operation.

B. Military Family Leave Provisions

In accordance with the military family provision of the FMLA, the City will provide an eligible employee leave for the following purposes:

1. Qualifying Exigency Leave

Leave for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a "covered military member" on active duty or has been notified of an impending call or order to active duty in support of a contingency.

An employee is eligible for 12 workweeks of leave. In determining the amount of leave available to an employee for a qualifying exigency,

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the City will consider any FMLA leave taken in the twelve (12) months prior to the date the requested leave is to begin. This method is a “rolling twelve-month period”.

2. Covered Servicemember Leave (“Military Caregiver Leave”)

Leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

An employee is eligible for 26 workweeks of leave during a “single 12-month period”. The “single 12-month period” begins on the first day the eligible employee takes “military caregiver leave” and ends 12 months after that date.

The maximum leave permitted during a 12-month period is 26 workweeks for eligible employees under “military caregiver leave”; or a combined 26 workweeks for “military caregiver leave” and all other FMLA qualifying reasons.

Spouses who are employed by the City are limited to a combined total of 26 weeks for “military care giver” leave.

V. Policies and Procedures

A. Job Security

Employees taking leave under the FMLA will be allowed to return to the same or equivalent position upon returning to work. Any employee taking FMLA due to their own serious health condition may be required to provide a completed [Intent to Return from Leave and Fitness for Duty/Medical Release form](#).

B. Continuation of Medical Benefits

While the employee’s leave status is paid FMLA, the City will continue to provide the employee with health, dental and/or vision insurance benefits. These benefits will be provided to the employee under the same conditions as if the employee was actively working. The employee must continue to pay applicable premiums, co-payments, deductibles and other out-of-pocket expenses (including premiums for dependent coverage, if any).

When an employee’s leave status is unpaid FMLA, the city will continue the eligible employee’s health care benefits including medical benefits, dental insurance, and/or vision care. During the period of unpaid FMLA, the

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employee receives the same benefits and has the same payment obligations as employees who are working. Employees on unpaid FMLA must make arrangements with the Human Resources Department to continue paying their share of the premium. A 30-day grace period for payment of employee premiums will be provided before coverage is terminated.

An employee who is on unpaid FMLA and chooses not to pay, or agrees but fails to pay insurance premiums, shall have insurance benefits cancelled for non-payment of insurance premium. Upon returning to his/her regularly scheduled work hours, an employee whose insurance benefits are cancelled (due to non-payment of premium) shall have insurance benefits restored as if there was no break in coverage. Insurance benefits for the employee will be restored without the employee having to meet any qualifications, take a physical examination or satisfy pre-existing conditions.

C. Failure to Return to Work

The City may require any employee who fails to return to work after using FMLA to reimburse the City for any insurance premiums paid by the City to maintain the employee's health, vision and/or dental coverage.

D. Notification of Need

Employees are required to give thirty (30) days notice when possible to their supervisors of intent to take FMLA. If 30-day notice is not possible, notice should be provided immediately upon determination of need.

E. Certification

Any employee requesting FMLA leave under this policy must provide a completed certification to support the request for FMLA leave ([Employee's Serious Health Condition](#), [Family Member's Serious Health Condition](#), [Qualifying Exigency](#), [Military Caregiver/Serious Injury/Illness of Covered Servicemember](#)). The medical certification form must be fully completed by the patient's health care provider. The qualifying exigency certification form must be fully completed by the employee, must include appropriate facts supporting the need for leave and must include written documentation supporting the request.

The City may, at its expense, require a second opinion from a health care provider of its choice. If the opinions of the two health care providers conflict, the City may require, at its expense, a third medical opinion from a health care provider mutually agreed upon by the employee and the City. The third opinion shall be considered final and binding on both the employee and the City.

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The City is not permitted to require a second or third opinion for “qualifying exigency certifications” or “military caregiver leave certifications”.

F. Reduced/Intermittent Work Schedule

Any employee on a reduced/intermittent work schedule while on FMLA must provide a completed certification form ([Employee’s Serious Health Condition](#), [Family Member’s Serious Health Condition](#), [Qualifying Exigency](#), [Military Caregiver/Serious Injury/Illness of Covered Servicemember](#)). The certification form must be completed by the patient’s health care provider, must state that intermittent leave is medically necessary and must specify the approximate length of time the employee will be on a reduced work schedule.

“Qualifying exigency leave” as defined above may also be taken on an intermittent or reduced work schedule basis. The certification must provide the date on which the qualifying exigency commenced or will commence and the end date; where leave will be needed on an intermittent basis, the frequency and duration of the qualifying exigency; and appropriate contact information if the exigency involves meeting with a third-party.

The certification forms must be submitted directly to the Human Resources Department

When an employee requests intermittent leave or a reduced work schedule, the employee may be temporarily transferred to alternative positions with equivalent pay and benefits. The purpose of the temporary transfer is to better accommodate the intermittent leave schedule.

G. Confidentiality

Completed certifications are considered confidential medical records and will be disclosed only on a strict need-to-know basis.

H. Employee’s Responsibilities

Any employee requesting FMLA leave must submit a complete certification to support a FMLA leave request ([Employee’s Serious Health Condition](#), [Family Member’s Serious Health Condition](#), [Qualifying Exigency](#), [Military Caregiver/Serious Injury/Illness of Covered Servicemember](#)). The completed certification must be submitted directly to the Human Resources Department.

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An employee requesting FMLA for the birth of a child; placement of a child for adoption or foster care, or to care for a parent is required to notify their department head or his/her designee if his/her spouse is also employed by the City.

Employees on FMLA leave may be required to report their status and/or intent to return to work to their department head or his/her designee at least every two weeks.

I. Re-certification

Re-certification from a health care provider may only be required from the health care provider every thirty (30) days. The City is not permitted to require re-certification for “qualifying exigency” certifications or military “caregiver leave”.

J. Use of Paid Leave

All accrued paid time, including sick and vacation, will run concurrently with all FMLA leave. Accrued sick and vacation time, and any other paid time must be exhausted prior to taking unpaid FMLA leave in the following order: sick, followed by vacation, followed by any other paid time.

When taking FMLA for a “qualifying exigency” purpose, an employee cannot use his/her accrued sick leave.

When taking FMLA to care for a covered servicemember “military caregiver leave”, an employee must exhaust his/her accrued sick and vacation prior to taking unpaid FMLA leave.

K. Manager/Supervisor’s Responsibilities

Proper FMLA use and classification is a process that requires interactive communication between the employee and supervisor/manager. It is the responsibility of the employee to notify the City of the need to use FMLA leave and provide the appropriate certification form(s) to support the same. If there is evidence that the leave may qualify as FMLA, or if a supervisor/manager learns that an employee’s absences may be for a FMLA-qualifying reason, the supervisor/manager must promptly provide the employee the appropriate certification form(s) ([Employee’s Serious Health Condition](#), [Family Member’s Serious Health Condition](#), [Qualifying Exigency](#), [Military Caregiver/Serious Injury/Illness of Covered Servicemember](#)). The medical certification must be completed by the patient’s health care provider. If absences may be due to a qualifying exigency, the employee must complete a Qualifying Exigency Certification. It is also the

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supervisor/manager's responsibility to ensure that the employee return the certifications directly to Human Resources.

If an employee's leave potentially qualifies as FMLA leave, the supervisor/manager must provide the employee a [Notice of Eligibility and Rights and Responsibilities](#) within three (3) business days that the employee is eligible for FMLA leave. A copy of the notice must be sent to Human Resources.

If the leave qualifies as FMLA leave based on a subsequent certification, Human Resources will notify the employee, within five (5) business days of receiving the certification, that the leave will be designated as FMLA leave. If the leave does not qualify as FMLA leave based on the subsequent certification, Human Resources will advise the department to promptly correct the FMLA classification.

It is the responsibility of the employee's supervisor/manager to designate the absences as FMLA when reporting the employee's hours in the payroll system and track their employee's family and medical leave usage. To further assist in the tracking of the FMLA leave, the employee's supervisor/manager must generate a Personnel Action Form ([PAF](#)) and submit it to the Human Resources Department. If an employee has taken FMLA leave within the previous twelve (12) months, this should be noted in the PAF "Comments" section, along with the dates the leave was taken.

When an employee submits an [Intent to Return from Leave and Fitness for Duty/Medical Release](#), it is the responsibility of the employee's manager to track further absences stemming from the same FMLA qualifying event. These absences may qualify for intermittent FMLA leave. The employee's manager/supervisor must also process a PAF once the employee is released to return to work without restrictions.

NOTE: Generation of the PAF is mandatory for all FMLA leave.

L. Coordination with Workers' Compensation Benefits

In those cases where the employee is eligible for FMLA and Workers' Compensation (WC), these benefits shall run concurrently. The city will require the employee to use accrued paid leave (e.g. vacation, sick, etc.) before taking unpaid FMLA leave. This coordination shall occur when an employee sustains a serious work-related injury resulting in an overnight stay in a medical care facility, or misses more than three (3) workdays (in excess of 4 hours a day) due to a compensable work-related injury.

1. Notification Procedure

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The injured employee must submit a completed Risk Report to the Risk Management Department (RM). This report shall be submitted within twenty-four (24) hours of the injury and will serve as official notification to RM that an injury has occurred. Upon receiving the completed Risk Report, the Claims Coordinator shall notify the employee's department of a submitted Workers Compensation (WC) claim. The Claims Coordinator will notify Human Resources of the submitted WC claim. The Risk Management Department will send a Coordination of Worker's Compensation and Family Medical Leave notice and a copy of the Employee's Rights and Responsibilities to the employee within 3 business days of receiving the completed Risk Report.

If such injury is designated as FMLA, the Human Resources Department [shall notify the injured employee in writing within five \(5\) business days of such designation.](#) The absence(s) will be deducted from the employee's available FMLA hours. The employee's supervisor/manager must designate the absence(s) as FMLA-Worker's Compensation when reporting the employee's time in the payroll system. The employee's supervisor/manager must also generate a PAF and submit it to the Human Resources Department.

2. Light Duty Position

An employee who is taking FMLA leave and WC leave concurrently cannot be required to work light duty. However, an employee who is physically qualified to work light duty as determined by the treating physician but declines to do so will forfeit their WC benefits. The employee will be required to use accrued paid leave, e.g. vacation, sick, etc., prior to taking unpaid FMLA leave.

3. Payment of Worker's Compensation Benefits

At no time shall any employee be allowed to collect Worker's Compensation benefits and sick/vacation leave benefits equal to more than 100% of his/her normal rate of pay.

M. Coordination with Attendance Programs

Employees cannot be disqualified for performance attendance or safety bonuses because of FMLA absences.

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N. Temporary Replacements

If, due to business necessity, the department needs to fill the position during the FMLA leave period, authorization may be requested from the City Manager for the hiring of a temporary employee.

VI. Appendices/Related Links

[FMLA Compliance Instructions Checklist and Forms](#)

[FMLA Online Training](#)