

**Policy 4.20, Family and Medical Leave Policy Revisions**

Delete Section V. Paid Leave from pages 4 and 5 of the current Family and Medical Leave Policy and insert this page in the policy as a replacement. Future publications of the policy will reflect these changes.

**V. Paid Leave**

**A. *Leave time that qualifies as family and medical leave may be paid or unpaid leave. Paid leave can be designated as family and medical leave in two ways: (1) the employee requests to use paid leave (annual, compensatory, overtime, or sick) during a family and medical leave period; and (2) the agency designates paid leave taken as family and medical leave, when it qualifies. The agency must notify the employee of this designation within two working days of the agency's deciding to designate paid leave as family and medical leave.***

- 1. Personal Illness - *Employees may use all available annual, compensatory, overtime, and sick leave during the FMLA-designated leave period.***
- 2. Family Reasons – *Employees may use all available annual, compensatory and overtime leave hours, and 33% of available sick leave hours during the FMLA-designated leave period taken for family reasons.***

**Note: Employees are permitted to use up to six days of sick leave for short-term family illnesses in the 12-month period from January 10 through January 9. (See Sick Leave Policy, No. 4.55)**

**B. When employees exhaust paid leave under FMLA, they must be allowed to take unpaid leave for the balance of the 12-month period.**

**Example: An employee uses 3 days of sick leave and 18 days of annual leave to care for a parent who has a serious health condition, a total of 21 days. His agency must allow him to take 39 days of unpaid leave if he requests it.**