



**HR Highlights
November/December 2023**

REMINDER: FMLA – Rolling 12-Month Process

Effective January 10, 2024, Agencies must cease applying the annual reset of FML hours and apply the Rolling 12-month process for determining employees' available FML balance that includes the FML used during the previous 12-month period. If an employee has not used any FML during the prior 12-months, they will have the full 480 hours available for use. The FML hours used will not be available again for use until the next 12-months are completed.

The Policy Guide – Policy 4.20, Family Medical Leave Act Transition to 12-Month Rolling Period provides a step-by-step guide and examples for Agencies to consider. Please remind your agency's employees of this revised process.

Questions may be directed to policy@dhrm.virginia.gov.