

**TOWN OF MANCHESTER, CONNECTICUT
HUMAN RESOURCES DEPARTMENT**

FAMILY MEDICAL LEAVE ACT AND MILITARY FAMILY LEAVE ENTITLEMENTS POLICY

POLICY

The Town of Manchester has implemented compliance with the federally mandated **F**amily **M**edical **L**ease **A**ct and Military Family Leave Entitlements, which may coincide with or supersede some contractually provided leave provisions. Where other leaves e.g. Maternity Leave, Workers' Compensation, provide for the same or similar coverage, FMLA will be considered to run concurrently.

Under FMLA, employees who have worked for the Town of Manchester for at least one year, and at least 1,250 hours in the preceding year, are eligible for a maximum of twelve weeks unpaid leave in an applicable 12-month period due to the birth of a child or to care for that child; because of the placement of a child with the employee for adoption or foster care; in order to care for a spouse, child or parent with a serious health condition; for a serious health condition of the employee; or military family leave entitlements known as military caregiver or a qualifying exigency as outlined on Fact Sheet#28A: The Family and Medical Leave Act Military Leave Entitlements. Leave may be taken consecutively or intermittently. A physician's certification will be required for leave due to a serious health condition.

Request for FMLA must be made at least 30 days prior to the date requested leave is scheduled to start. Unexpected leave may be requested within one or two business days after the need is discovered. Foreseeable leave can be denied or postponed if the employee does not provide adequate notice. In order for Town of Manchester to comply with the Law, supervisors **must** notify the Human Resources Department immediately when they know an employee is out either for a serious health condition, a sickness that may last more than three days, scheduled surgery, an accident which will result in an absence of more than three days, Workers' Compensation claims, or other FMLA eligible leave.

Under FMLA, medical benefits and pension coverage continue for the twelve weeks of unpaid leave but employees do not accrue seniority. Employees who do not return to work after Family/Medical Leave are financially responsible for medical insurance premiums paid by the Town.

Based on the type of Family Medical Leave or Military Family Leave the employee will be required to exhaust all appropriate unused accumulated time including, but not limited to, annual leave, vacation, personal or sick leave, earned days and holidays as part of their twelve weeks of leave. If an employee qualifies for FMLA leave as specified under the Family Medical Leave Act i.e. has worked the requisite number of hours and provided adequate notice, and the leave requested is for the employee's health, the employee's accrued sick leave will be used. For all other FMLA leave requests the employee will be required to exhaust all appropriated unused accumulated time including, but not limited to, annual leave, vacation, personal, earned and holidays. Sick time can only be used for the employee's own health care needs. Once all accrued time has been exhausted, the employee will be placed on a leave of absence for the remainder of the FMLA approved leave.

Any employee, who does not return to work or contact the appropriate supervisor on the intended date of return, will be considered to have terminated employment with the Town of Manchester.

Appropriate forms are available in the Human Resources Department.