

FAMILY AND MEDICAL LEAVE ACT

Objective: It is the goal of Vernon County government to provide to eligible employees up to twelve weeks unpaid leave for the following reasons:

- Birth and/or care of a child or the employee in the first twelve months after childbirth;
- Placement of a child for adoption or foster care with the employee within the first twelve months after placement
- To care for the employees spouse, child or parent who have a serious health condition
- Inability of the employee to perform the functions of the employee's position due to a serious health condition.
- A qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on covered active duty. Up to 26 weeks of unpaid leave during a year's period may be available for eligible employees to care for a covered service member with a serious injury or illness is eligible employee's service member is a family member first mentioned above or next of kin.

ELIGIBILITY

An employee who has been employed by the County for twelve months and for 1250 hours of service during the previous twelve months period is eligible. The eligible employee shall provide the County, with notice of his/her intent to take leave not less than 30 days before leave is to be taken. If the need for leave is unforeseeable and 30 day notice cannot be given, the employee will provide as much notice to the County as is practical..

LEAVE TAKEN

Employees shall be required to substitute all accrued paid leave for any part of the twelve week period to which they are entitled under the FMLA provisions, **THUS, the accrued paid leave will run concurrently with the unpaid FMLA leave.** Leave can be taken intermittently or on a schedule that reduces the number of hours per workday or work week when medically necessary to care for the illness of a spouse, parent, child, or because of the employee illness. When the leave request is based on a foreseeable planned medical treatment of the employee or the employees' family member, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt the operations of the county.

CERTIFICATION

For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves patient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

Any request for leave based on a family member's or employee's own serious health condition must be supported by certification from a health care provider. Certification from the health care provider must contain:

- Date the serious health condition began;
- The possible duration of the condition
- The appropriate medical facts regarding the condition;
- If the leave is based on care of the employee's ill family member, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue;
- If leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of his/her job; and
- In the care of intermittent leave or leave on a reduced hour basis for planned medical treatment, the date the treatment is expected to be given and the duration of the treatment.
- The County may require an employee on Family and Medical Leave to report periodically on his/her status and the intention of the employee to return to work, and also may require periodic recertification of the medical condition. An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee is able to resume work prior to the return from any family and medical leave.
- If an employee fails to return from FMLA, employee shall be required to repay the premiums which the County paid for the employee to maintain group insurance or any ancillary coverage in effect during the leave.

BENEFITS

Employees who return to work from family and medical leave within the twelve weeks allowed are entitled to return to their position or an equivalent position without loss of benefits or pay and also provide certification from a health care provider that they are able to resume their duties.

REVISED AUGUST 15, 2018 by Commission

SHARED LEAVE PROGRAM

a. Purpose

The purpose of the Shared Leave Program is to provide additional paid leave to employees who have exhausted all of their accrued leave time (including vacation, sick, personal days and compensatory time) due to an employee's personal illness or injury or that of their spouse or child, which is life threatening or catastrophic. Life threatening or catastrophic, for the purposed of this policy, is defined as an injury or illness that is expected to extend 30 or more days beyond the expiration of the employee's accrued