

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

FAMILY MEDICAL LEAVE ACT POLICY

POLICY

The Town of Manchester has implemented compliance with the federally mandated **F**amily **M**edical **L**eave **A**ct, 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 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 annually 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. 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 our Department immediately when they know an employee is out either for a serious health condition, a sickness that may last more than a couple of days, scheduled surgery, an accident which will result in an absence of more time than a couple of 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.

Employees will be required to exhaust all appropriate unused accumulated days including, but not limited to, paid 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, first accrued sick leave will be used. For all other FMLA leave requests paid annual leave, vacation, personal and earned days will be used. Sick time can only apply for the employee's own health care needs. If no remaining paid time exists, the employee will use unpaid time as required by FMLA.

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.