



Quick Tips | Family Medical Leave (FML)

Eligibility	Manager Responsibility	Employee Responsibility
12 months' employment 1250 hours worked in preceding 12-month period - Can be used for employee's own condition or to care for spouse, child, or parent	- Share resources with employee: SPD: Family & Medical Leave - Establish procedures for employees to notify you of absences. - Ask "What type of leave are you requesting for this absence?" Document employee's response. - Read all notifications, discuss with employee to ensure understanding, and share resources to plan ahead. - Enforce timely entries by employees. FML absence require use of FML codes. - Managers do not have access to request FML on behalf of employees. - Managers can enter FML Time Off Requests in UKG on behalf of employees with open FML approvals who are not available to submit requests themselves.	- Submit request & upload documentation in PS/ESS>Time>Extended Absence Request. - Notify manager of upcoming, anticipated absences, including routine, scheduled appointments. Notice is required 30 days in advance or same/next business day of learning of need for absence if less than 30 days. - Read all notifications, follow instructions, and comply with call-in protocols and time limits if not incapacitated at the time. - Upon FML approval, submit Extended Absence Requests for each use of FML in advance if possible but no later than the end of the final shift in each affected pay period. *Each request must include the FML Request ID#. - Intermittent call-in use of FML must be submitted in PS or UKG upon return to work during the affected pay period but no later than 10 a.m. on the Monday following end of affected pay period. - Schedule foreseeable/planned absences on days or times that cause the least disruption to agency operations and your assignments. - Submit new requests and new certifications of supporting medical documentation for each FY.
Duration		
12 weeks in each fiscal year (FY) *FY = July 1 - June 30 - Annual recertification - Covers all qualifying events (not 12 weeks each) - Intermittent, continuous, or reduced schedule		
Paid/Unpaid		
Unpaid *Unless employee concurrently uses sick, vacation, personal, childbirth recovery, new parent leaves, or earned comp. time		

Additional Notes:

Review employee's leave balances before approving absence requests.

- Balances are not accurate in real time and can be impacted by pending or future requests, timing of processes, employee's accrual date, and point in payroll cycle. If not using FML Unpaid, employee must have sufficient balance of FML and the requested paid leave for each absence.

There is one (1) bucket of FML hours assigned for the entire full fiscal year (FY = July 1 - June 30).

- All approved FML absences will be deducted from the same bucket. Unused hours do not roll over into another FY. Balances are zeroed out each year on June 30.
- If a specific FML is approved for a period less than a full FY, the remaining annual balance will be visible; HOWEVER, that balance cannot be used without a new event and approval.
- Read the content of the FML notice to learn the parameters and time limits that apply to that approval.

FML absences cannot be entered on timesheets for holidays; however, the balance will be adjusted to charge FML on holidays if no work is performed the entire calendar week due to FML reason for absence.



Quick Tips | New Parent Leave (NPL)

Eligibility	Manager Responsibility	Employee Responsibility
• Upon birth of employee's child • Upon birth of child to employee's spouse • Upon placement of child for adoption with employee • There is no waiting period for eligibility if child is born or adopted on or after March 3, 2025	• Share resources with employee: SPD: New Parent Leave • Establish procedures for employees to notify you of absences. • Read all notifications and discuss with employee to ensure both understand parameters of the leave. • Enforce timely and accurate entries for timesheets. NPL absence requires use of NPL codes. • Managers do not have access to request NPL on behalf of employees in PS (PeopleSoft). • Managers can enter NPL Time Off Requests in UKG on behalf of employees with open NPL approvals who are not available to submit requests themselves.	• Submit request & upload documentation in PS/ESS>Extended Absence Request. • Notify manager of upcoming, anticipated absences at least one workday in advance of absence. • Read all notifications and follow instructions. • Upon NPL approval, submit Extended Absence Requests for each use of NPL in advance where possible but no later than the end of the final shift in each affected pay period.
Duration		
• 150 hours full-time employees; 75 hours part-time employees • Ends 6 months after date child is born or adopted • Use in full-day increments only • Request in advance, not available for call-in		
Paid/Unpaid		
Paid		
Additional Notes:		
NPL absence cannot be charged on holidays. NPL is not paid out upon separation. Unused NPL is forfeited at the 6-month mark.		



Quick Tips | Childbirth Recovery Leave (CRL)

Eligibility	Manager Responsibility	Employee Responsibility
Employees giving birth on or after March 3, 2025	- Share resources with employee as available. - Establish procedures for employees to notify you of absences. - Review timesheets for accuracy prior to approval. - Managers do not have access to request CRL on behalf of employees in PS (PeopleSoft). - Read all notifications and discuss with employees to ensure both understand parameters of the leave. - Prepare for employee's absence. - Review assignments and workloads. - Cross-train co-workers to cover employee's duties. - Prepare for employee's return to work - Confirm return date with employee and HR - Re-board employee with information on changes to policies, procedures, or assignments	- Notify manager of upcoming, anticipated absences. - Submit request & upload documentation in PS/ESS>Time>Extended Absence Request. - Cannot be requested prior to birth of child when required documentation becomes available: - Birth Confirmation, and - Confirmation of type of delivery - Read all notifications and follow instructions. - Submit release to return to work prior to performing any work when leave ends
Duration		
6 weeks after a vaginal delivery 8 weeks after a C-section delivery		
Paid/Unpaid		
Paid		
Additional Notes:		
CRL runs separately from New Parent Leave (NPL) but concurrently with Family Medical Leave (FML) for eligible employees. Absence administrators will enter absence requests for the continuous period of leave by the employee giving birth. Employee or manager shall NOT enter information into PS or UKG for the time period covered by CRL. If employee requests continuous leave after childbirth to include NPL, the absence administrator will also enter those absences in the time reporting system.		



Quick Tips | Short-Term & Long-Term Disability (S/LTD)

Eligibility	Manager Responsibility	Employee Responsibility
6 months' active employment and incapacity starts after 6-month threshold is reached - Unpaid absences during first 6 months' after hire or rehire affect eligibility: - Eligibility is delayed by length of authorized leave without pay - Six-month period is reset by any unauthorized leave of absence lasting 3 or more consecutive workdays - Can be used only for employee's own conditions	- Share resources with employee: JWF Specialty Company Disability application - Phone: 1-888-818-7795 (toll free) or 317-574-7876 (local), Fax: 1-866-893-4674 - Mail: P.O. Box 40968, Indpls., IN 46240 - Notify your HR Representative as soon as you learn an employee's situation might qualify for S/LTD and update them upon learning information about the employee's continuing need for leave or anticipated return to work, including need for reasonable accommodations to perform essential functions of their job. - Establish procedures for employees to notify you of absences and share resources with employee regularly so no one is scrambling in an emergency. - Read all notifications and discuss with employee to ensure understanding. - Stop entering or approving timesheets or absence requests for any days the employee is receiving S/LTD benefit payments. - Do not ask nor allow employees to work during the 30-day Elimination Period. Each workday, whether onsite or remote, delays their eligibility for disability benefits by resetting the period.	- Notify manager of upcoming absences, read all notifications, and follow instructions. - Submit application and supporting documents to JWF Specialty Co. *Do NOT submit disability requests in PeopleSoft. - Enter leave hours for each day during Elimination Period. Do NOT enter anything on timesheets for days receiving S/LTD benefit payments. - Submit release to return to work prior to performing any duties at end of leave. - If release contains restrictions, participate in interactive discussions with HR to identify and implement reasonable accommodations that enable you to perform the essential functions of your job. 30-day Elimination Period requires employees to be incapacitated from performing any duties for the entire period. Any work performed, whether remote or onsite, resets the period.
Duration		
30-day Elimination Period - Short-term benefits begin 31st day of incapacity through 6th month after incapacity began - Long-term benefits begin after STD ends		
Paid/Unpaid		
30-day Elimination Period: Unpaid *Unless employee concurrently uses paid leaves or comp. time. STD: Partially Paid — Benefit periods are paid at percentage and can be supplemented by use of accrued paid leaves or comp. time. LTD: Partially Paid — Benefit periods are paid at percentage and can be supplemented by use of accrued paid leaves or comp. time		

Continued on next page



Additional Notes:

A request for S/LTD is not a request for FML (and vice versa). If both leaves are applicable, the employee must apply for both.

The REG-Regular Hours Worked time reporting code cannot be entered for any day or hour the employee was not, in fact, working.

All payments (including supplemental use of leave under Option 2) will be submitted for payroll processing directly from JWF Specialty Co. Timesheet entries and absence request cannot be entered for any date JWF is paying employee.

If employee is released to work part-time in their own job while on S/LTD for remaining hours timesheets must be submitted showing work hours. If employee takes leave from scheduled part-time work hours for something other than the disability reason, that absence request is submitted. Absence requests are prohibited for any hours paid by the disability plan.

If employee's part-time assignment is at least half-time, then employee accrues sick, vacation, and personal leaves at half-time rate, which requires a manual balance adjustment by Agency Payroll staff. Holiday pay is also at half-time rate for these employees. If employee is working less than half-time, then employee does not accrue leaves nor holiday pay.



Quick Tips | Leaves related to Military Service

Military Leave	Military Family Leave	FML for Qualifying Exigencies	FML to Care for Service Member
Eligibility	Eligibility	Eligibility	Eligibility
- Immediately upon hire - Includes newly-enlisted military members, active members, members of reserve components, and National Guard - For employees ordered to military service	12 months' employment 1500 hours worked in preceding 12-month period - For employees with specified family members ordered to military service	12 months' employment 1250 hours worked in preceding 12-month period - Specific activities related to military deployment of spouse, child, or parent	12 months' employment 1250 hours worked in preceding 12-month period - Care for spouse, child, parent, or next-of-kin for injury arising from their military service
Duration	Duration	Duration	Duration
- Length of official orders plus reasonable travel time to report for duty - Specified time periods to report to work after orders depends upon length of orders	10 days during 30 days prior to deployment, 30 days after deployment, or during military member's leave during deployment	12 weeks in each FY - Annual recertification - Covers all qualifying events (not 12 weeks each) - Intermittent, continuous, or reduced schedule	26 weeks during a unique 12-month period - Runs concurrently with FML each FY, if any, for other reason(s)
Paid/Unpaid	Paid/Unpaid	Paid/Unpaid	Paid/Unpaid
15-days/CY paid - Differential Pay may apply - Unpaid* For duration of orders (may cross several years) *Unless employee concurrently uses vacation or personal leaves - Comp time available to overtime-eligible employees should be paid out at beginning of any unpaid leave anticipated to last more than 30 calendar days	Unpaid *Unless employee concurrently uses vacation or personal leaves or earned comp. time	Unpaid *Unless employee concurrently uses vacation or personal leaves or earned comp. time	Unpaid *Unless employee concurrently uses vacation or personal leaves or earned comp. time
Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:
- Unpaid leave and other federal provisions also apply to employees given orders as FEMA Reservists in.gov/spd/policies-and-procedures/employee-relations/military/	This is a separate policy unrelated to FML	- Requires use of special Certification Form, not the usual one for family members - Requires advance notice (cannot be used by calling-in)	Requires use of special Health Care Provider Form, not the usual one for family members