

# Family and Medical Leave Information

DEPARTMENT OF PERSONNEL MANAGEMENT



# OBJECTIVES

- ▶ You will understand the *purpose of Family and Medical Leave*
- ▶ You will understand the *eligibility of Family and Medical Leave*
- ▶ You will understand the *limitations of Family and Medical Leave*
- ▶ You will understand the *Basic Regulations and Conditions*
- ▶ You will understand the *Start of Family and Medical Leave Process*
- ▶ You will understand *the Extension of Family and Medical Leave Process*
- ▶ You will understand *the End of Family and Medical Leave Process*

# Purpose

- ▶ Family and Medical leave of absence is approved unpaid leave available to eligible employees for up to six months per year under particular circumstances that are critical to the life of a family.
- ▶ Family and medical leave may be taken only in the following situations:
  - a. Upon the birth of the employee's child;
  - b. Upon the placement of a child with the employee for adoption or foster care;
  - c. When the employee is needed to care for his/her child, spouse, or parent who has a serious health condition; or
  - d. When the employee is unable to perform the function of his/her position because of a serious health condition.



# Eligibility

- ▶ Regular status employees who have been employed for one year are eligible for family and medical leave.
- ▶ Eligible employee must exhaust sick leave balance.

# Limitations

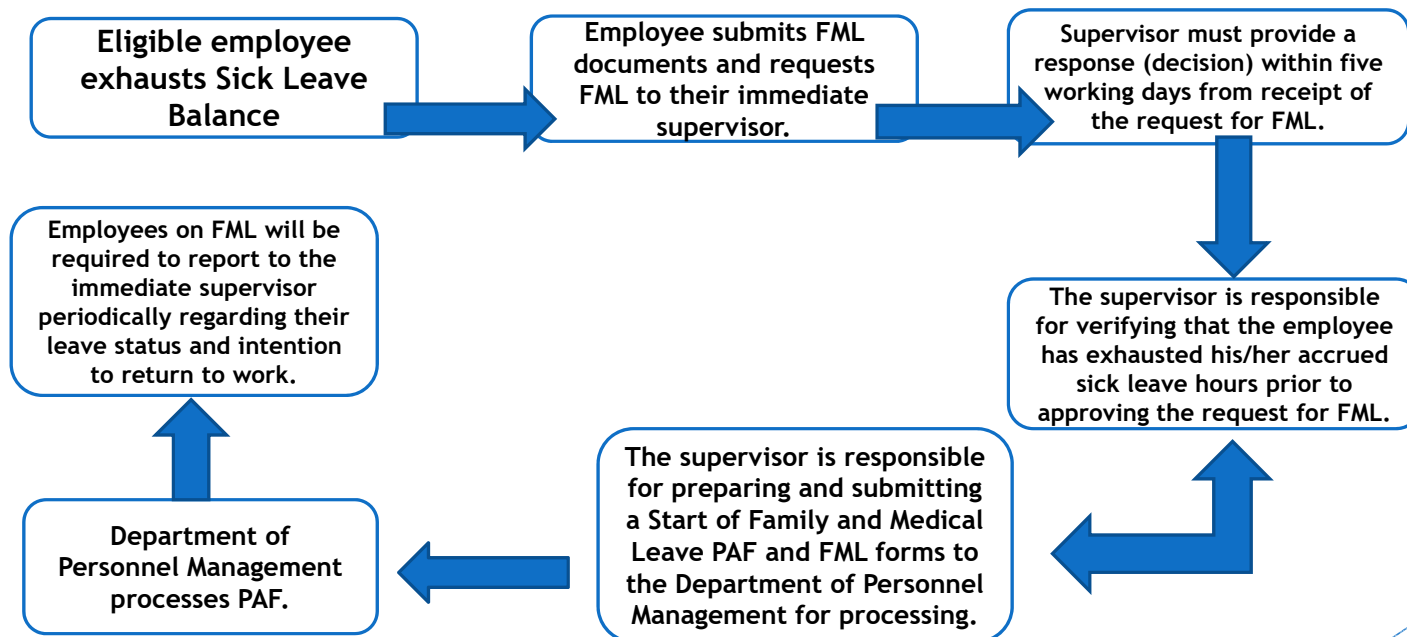
- ▶ Family and Medical Leave (FML) is Leave Without Pay. Employees taking FML for their own health condition are encouraged to contact Employee Benefits at (928) 871-6300 to apply for eligibility for short-term disability and schedule a payment plan for insurance premiums, if applicable.
- ▶ Eligible employees may take up to 12 workweeks of unpaid leave during any 12 month period to attend to the serious condition.
- ▶ The first three months of leave are nondiscretionary; if the leave is requested consistent with these policies, the supervisor must approve the leave.
- ▶ The second three month period is discretionary. The supervisor has the authority to approve or disapprove the leave. Reason(s) for the additional leave requested must meet the criteria herein.
- ▶ The intent of Family and Medical Leave is for a long length of time (*Example: leave longer than a month*).
  - ▶ Does not apply to take time off to recover from a short-term or common illness or to care for a family member of a short-term or common illness and employees who need time off for routine medical care, such as checkups.

# Basic Regulations and Conditions

- ▶ Employees are required to submit completed Family Medical Leave forms to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent.
- ▶ Spouses who are both employed by the Navajo Nation may take a total of six months (rather than six months each) for the birth or adoption of a child.
- ▶ When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide notice as far in advance as practicable.
- ▶ The employee will be required to report periodically to the immediate supervisor on his/her leave status and intention to return to work. *A medical certification is required to resume work.*
- ▶ During the employee's absence, his/her position may be filled on a temporary basis.
- ▶ An employee's failure to return to work after the duration of approved family and medical leave and any other authorized leave, shall be deemed a resignation.

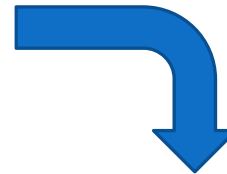


# Start of Family and Medical Leave Process

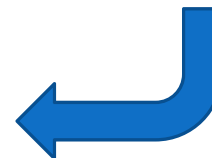


# Extension of Family and Medical Leave Process

An employee who requests an extension of FML due to continuation, reoccurrence, or onset of his/her own health condition of the employee's spouse, child or parent *must submit a written request for extension and medical statement to support their claim to the employee's supervisor prior to the end of the initial FML period.*

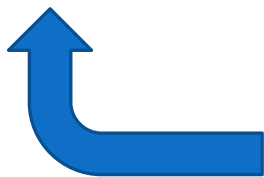


If, the request is within the first three months, the request is nondiscretionary and the leave is consistent with the FML policies and procedures, the supervisor must approve the leave. The second three months of FML are discretionary and is subject to the supervisor's approval or disapproval.



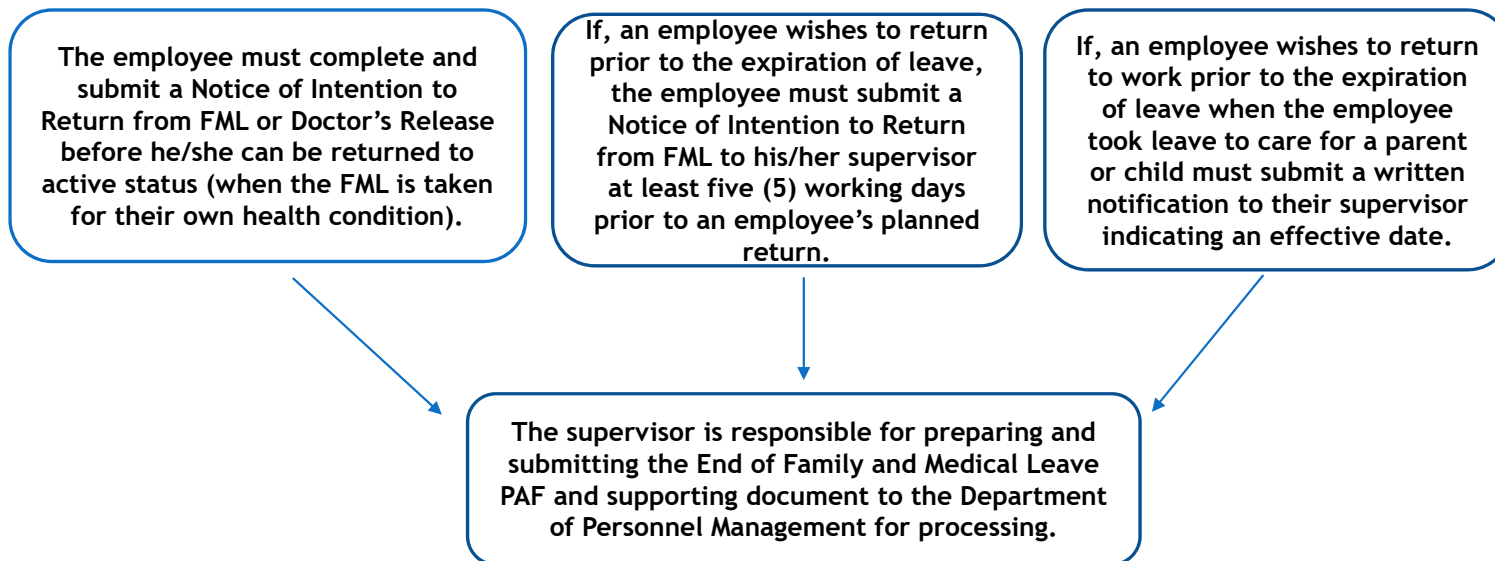
The supervisor is responsible for preparing and submitting an Extension of Family and Medical Leave PAF and medical statement to the Department of Personnel Management for processing.

Employees on FML will be required to report to the immediate supervisor periodically regarding their leave status and intention to return to work.





# End of Family and Medical Leave



# Approved Leave Without Pay

- ▶ Extension requests may be taken as outlined under Section X.C.1. Approved Leave Without Pay. Leave without pay may not exceed 15 consecutive working days, which may be granted by the supervisor.
  - ▶ Requests for leave without pay exceeding 15 consecutive working days must be supported by a written recommendation by the supervisor, and must be approved by the Division Director. Such leave may not exceed thirty (30) calendar days within the leave year.
- ▶ Contact DPM-Employee Relations for additional guidance and clarification for this section.

# Family and Medical Leave Forms and Resources

FML Procedures

FML Forms

FML PAF Samples

FML Checklist

Navajo Nation Personnel Policy Manual



# Key Components and Summary

- ▶ Employees and supervisors are expected to work together to submit the appropriate FML documents to the Department of Personnel Management (DPM) for processing in advance.
- ▶ It is important FML documents are submitted to DPM to update the changes in the Human Resources Information System.
- ▶ Employees and supervisors are encouraged to communicate regularly, document conversations, timelines, and resources/information shared.
- ▶ Any questions please contact Department of Personnel Management - Employee Relations for guidance and questions regarding Family and Medical Leave.

# Contact Information

Department of Personnel Management -  
Employee Relations Section

Website: [www.dpm.navajo-nsn.gov](http://www.dpm.navajo-nsn.gov)

Email: [Employee\\_RelationsGroup@dpm.navajo-nsn.gov](mailto:Employee_RelationsGroup@dpm.navajo-nsn.gov)

Phone: 928-871-6330