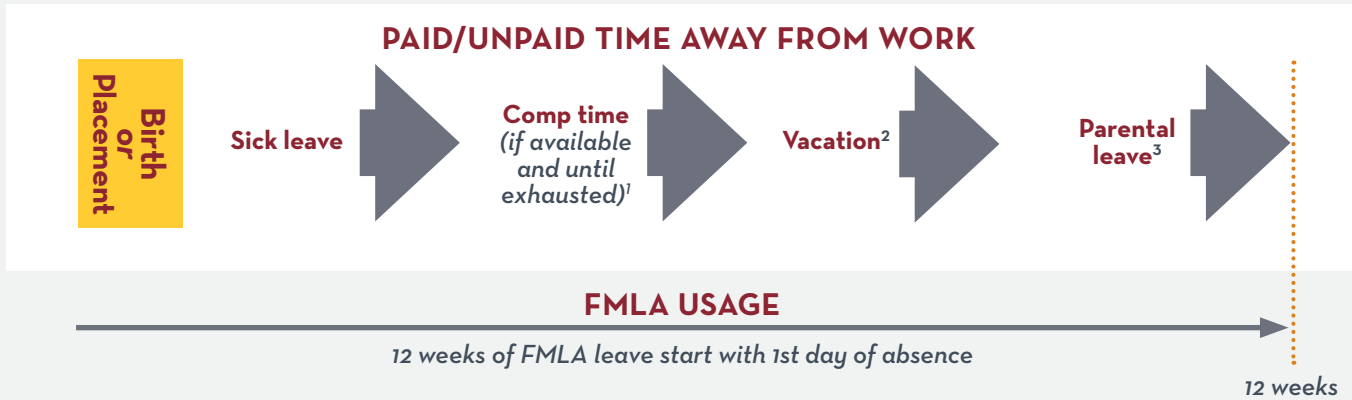




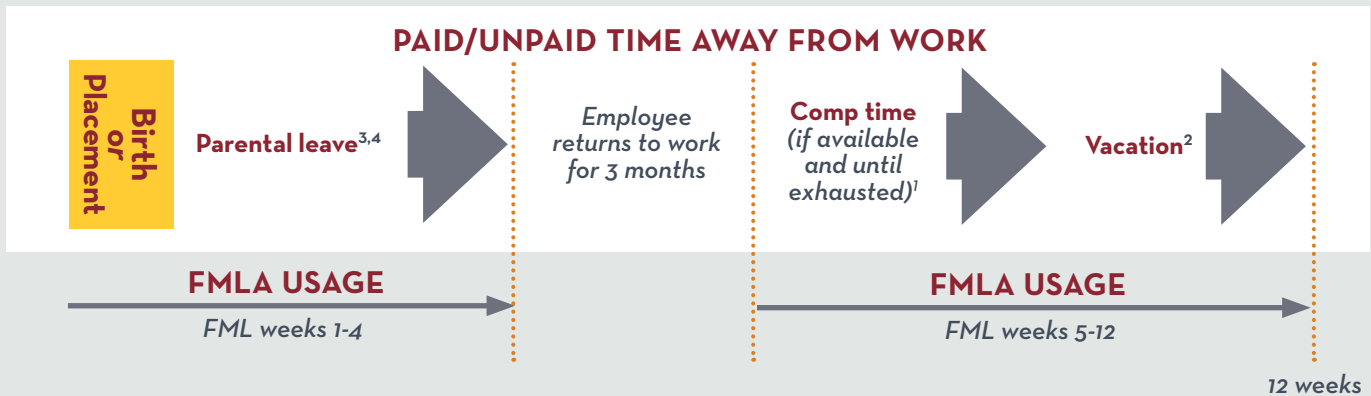
Examples of FMLA Use - Civil Service

Birth of a Child or Adoption (Non-Birth Parent)

EXAMPLE A: Non-birth parent requests time off for bonding with the child following the birth or for a newly placed adopted child. The non-birth parent qualifies for FML and is eligible for parental leave.



EXAMPLE B: Non-birth parent requests time off for the birth of a child and returns to work four weeks later. After working for three months, the employee requests another four weeks off for bonding with the child.



NOTES

1. V-class Civil Service employees are not eligible for comp time.
2. Vacation accrual must be used down to an 80-hour balance if necessary. The employee has the option to completely exhaust their vacation balance to provide pay during their FML.
3. Parental leave may begin up to 13 weeks after the birth or placement. Once elected, parental leave supersedes the use of any other paid leave concurrent with FML. Once started, parental leave must be used without interruption.
4. Given the employee's desire to split their use of FML, it would be best to advise the employee to use their parental leave for the first four weeks after the birth. Otherwise, parental leave would no longer be available to the employee when resuming their FML three months after the birth.