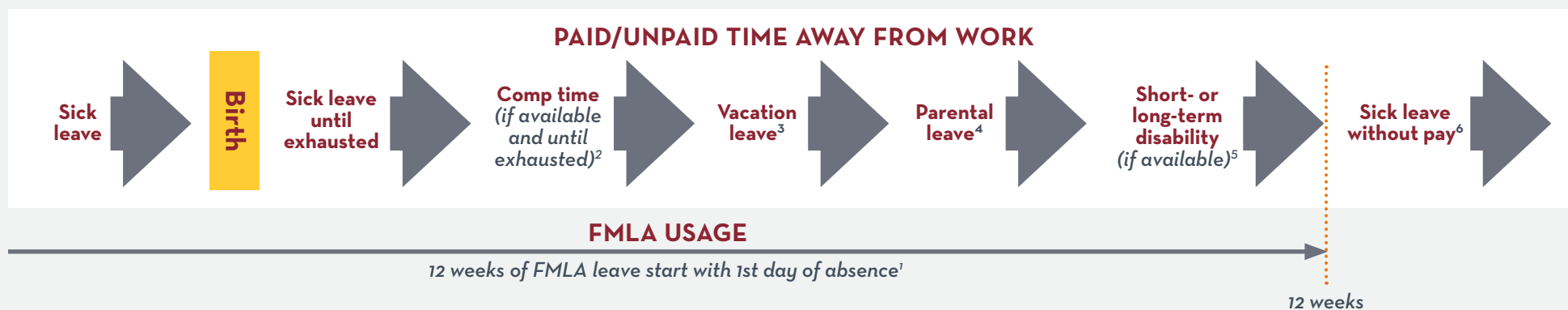


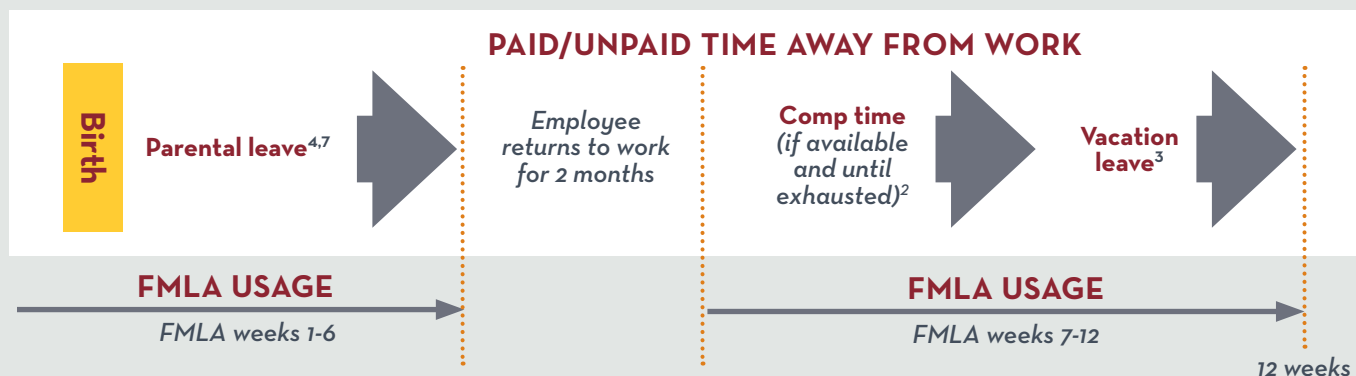
Examples of FMLA Use- Civil Service

Birth of a Child (Birth Parent)

EXAMPLE A: Birth Parent is medically unable to work before and after giving birth, qualifies for FML, is eligible for sick leave, comp time, vacation leave, and parental leave, and chooses not to return to work when medically able.



EXAMPLE B: Birth Parent decides to split their FML using six weeks at the time of the birth, returning to work for two months and then going back out on FML leave for six weeks.



NOTES

- Consistent with unit practices, acceptable supporting documentation may be requested to confirm that the employee is medically unable to work, and noting restrictions, if any.
- V-class Civil Service employees are not eligible for comp time.
- Vacation accrual must be used down to an 80-hour balance if necessary. The employee also has the option to completely exhaust their vacation balance to provide pay during their FML.
- Parental leave may begin up to 13 weeks after birth or placement. Once elected, parental leave supersedes the use of any other paid leave concurrent with FML.

- Short-term or long-term disability benefits, if approved, may be available to the employee. If purchased, short-term disability may be applied for at birth and paid concurrently with other types of leave.
- Sick leave without pay is available if needed, depending on the length of the illness or condition.
- Given the employee's desire to split their use of FML, it would be best to advise the employee to consider using their parental leave for the first six weeks after the birth. Otherwise, parental leave would no longer be available to the employee when resuming their FML 14 weeks after the birth.