

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**General Employment Policies**

**Section 109 – Family and Medical Leave Act (FMLA)**

**1. General Information**

- a. The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for men and women. Under this policy, every eligible employee is entitled to up to 12 weeks of unpaid, job-protected leave in a single 12-month period.
- b. Eligible employees are entitled to up to 12 weeks of leave (in a single 12-month period) because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- c. Military Caregiver Leave - An eligible employee, who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.
- d. A single 12-month period for PFC is defined as starting the first day an employee is out due to Family Medical Leave (FML) and ends exactly 12 months later. Example: If an employee starts FML on July 10 of 2011 then the last day of the single 12-month period would be on July 9, 2012.

**2. Policies**

- a. PFC will comply with the Family and Medical Leave Act.
- b. PFC will continue to pay the same portion of applicable health, dental and vision insurance premiums, provided that employee continues to pay employee portion of applicable premiums.
- c. Vacation and sick leave accruals and holiday benefits will be suspended (discontinued) during the FMLA leave and will resume (start again) upon return to active employment.
- d. An employee must be in active pay status (working or on earned leave) on the last working day of the month to accrue vacation and sick leave for the month on the first day of the following month.