



FAMILY AND MEDICAL LEAVE ACT OF 1993

CITY OF CHEYENNE HUMAN RESOURCES DEPARTMENT

BUT, WHAT IS FMLA?

- FMLA is 12 weeks of protected leave for eligible employees of companies with 50 employees or more. Eligible employees have been employed by the city for at least one year and have worked at least 1250 hours in the previous 12 months.



RECOGNIZING FMLA LEAVE

- More than 3 full calendar days of incapacity
- Any time spent overnight in the hospital
- Under continued care of a health care provider
- Any absence due to chronic condition
- Any absence due to pregnancy / adoption
- Multiple treatments for a long-term issue

You can ask your employee:

- Are you in the hospital?
- Are you under a doctor's care?
- How long will you be off?
- Is this related to FMLA?

UNDERSTAND YOUR ROLE



Managers and supervisors:

- ❖ Manage employee's work performance
- ❖ Recognize when the law is coming into play
- ❖ Involve subject experts when necessary (HR, Attorneys)
- ❖ Report ADA or FMLA events, not process paperwork
- ❖ Keep all medical information confidential

FAQS

Q: Can an employee just not show up for work and claim FMLA?

A: *Notice is required for a foreseeable event. If the event was unforeseeable, it may be denied.*

Q: Can an employee be on FMLA and Worker's Comp at the same time?

A: *Yes. FMLA is protected leave, WC is compensation but is not protected.*

Q: Am I as a manager responsible to determine if this is FMLA?

A: *No. HR will investigate and will have access to more information.*

Q: Does the employee have to do FMLA Leave paperwork?

A: *No. It is their right and is advisable, but not mandatory. If they are not on FMLA, however, they can be disciplined for absence.*