

Family and Medical Leave

Leave Sharing

SICK LEAVE

ANNUAL LEAVE

Military Leave

Sick Leave for Adoption

Sick Leave for Family Care and Bereavement

leave without pay

EXCUSED ABSENCE

BONE MARROW/ORGAN DONATION LEAVE

Court Leave

Sick Leave for Family Care or Bereavement

Most employees can use up to 13 days of sick leave for family care or bereavement purposes.



Sick Leave for Family Care or Bereavement

- 40 hours (5 days) of sick leave each year for family care or bereavement purposes
- To use additional sick leave for any family care purpose, an employee must maintain a sick leave balance of at least 80 hours at all times.



Sick Leave for Family Care or Bereavement

Definition of a “family member:”

- Spouse and his or her parents
- Children, including adopted children, and their spouses
- Parents
- Brothers and sisters and their spouses
- Any individual relate by blood or affinity whose close association with the employee is the equivalent of a family relationship



Sick Leave for Family Care or Bereavement

You may use sick leave to provide care for a family member who is incapacitated as a result of:

- Physical or mental illness
- Injury
- Pregnancy
- Childbirth



Sick Leave for Family Care or Bereavement

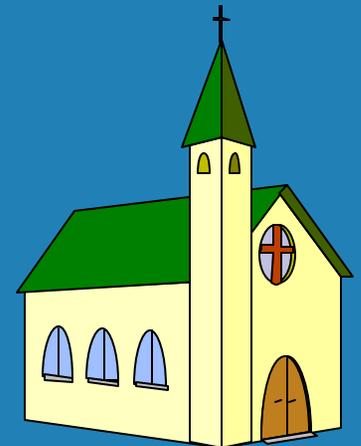
You may use sick leave :



- To provide care for a family member who is receiving medical, dental, or optical examination or treatment,

Or

- To arrange for or attend the funeral of a family member.



SICK LEAVE FOR ADOPTION



An employee may use sick leave for purposes related to the adoption of a child

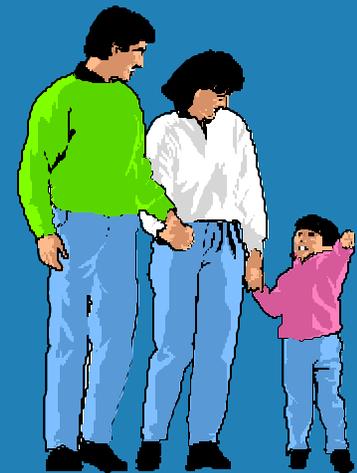
12 Weeks of Sick Leave for Family Care

Most employees may use up to a maximum of 12 weeks (480 hours) of sick leave to care for a family member with a “serious health condition.”



12 Weeks of Sick Leave for Family Care

The definition of family member is the same as used in sick leave for family care or bereavement purposes.



The definition of serious health condition is the same as used in the Family and Medical Leave Act



12 Weeks of Sick Leave for Family Care

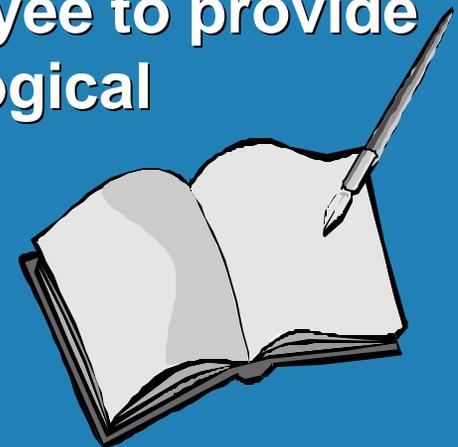
Same requirement to maintain sick leave in the employee's account at all times.

- Employees are entitled to use the first 40 hours (5 days) of sick leave for family care.
- Employees may use additional sick leave if they maintain a sick leave balance of 80 hours.

12 Weeks of Sick Leave for Family Care

New Policies

- An agency may establish a time periods within which an employee must provide medical documentation.
- An agency may require an employee to provide certification of the need for psychological comfort and/or physical care.



Interaction with 13 days of Sick Leave for Family Care/Bereavement Purposes

- The 13 days will be subtracted from the 12 weeks of sick leave.
- An employee is entitled to a maximum of 12 weeks of sick leave each leave year for all family care purposes.



The Family and Medical Leave Act (FMLA)



Employees may use a total of 12 administrative workweeks of unpaid leave during any 12-month period for specified family and medical needs.



The Family and Medical Leave Act (FMLA)

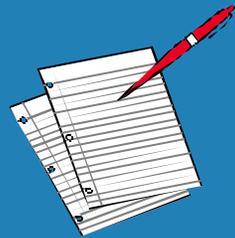
Purposes for which family and medical leave may be used:

- Birth
- Adoption
- Care of a family member with a serious health condition
- Serious health condition of the employee



The Family and Medical Leave Act (FMLA)

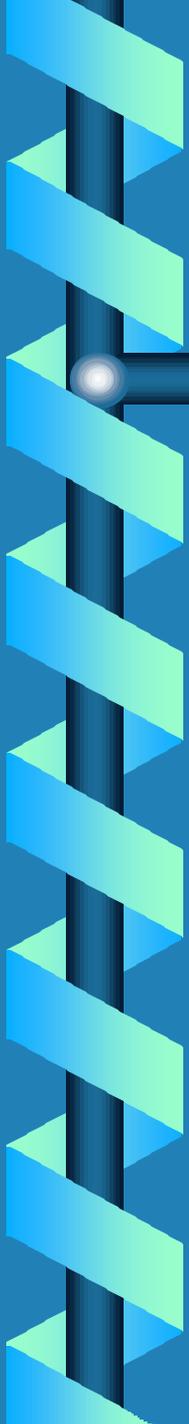
Employee must comply with the notification and medical certification requirements.



Employee must be returned to the same or equivalent position

- Employee may not retroactively invoke entitlement to FMLA leave.
- Employee must provide medical certification within 15 days.





Interaction of Sick Leave for Family Care With the Family and Medical Leave Act

An employee may substitute up to 12 weeks of sick leave for FMLA LWOP if he or she is caring for a spouse, son or daughter, or parent with a serious health condition.

An employee may use 12 weeks of sick leave to care for a family member with a serious health condition and then invoke his or her entitlement to FMLA for an additional 12 weeks of unpaid leave to care for a spouse, son or daughter, or parent with a serious health condition.

Leave Transfer And Leave Bank Programs

Allows federal employees to assist other employees who have a personal or family medical emergency and who have exhausted their own “available paid leave”



Leave Transfer And Leave Bank Programs

To qualify as a leave recipient --

- An employee must be affected by a medical emergency,
- The employee must exhaust all available paid leave, and
- The employee's absence from duty without available paid leave because of the medical emergency is (or is expected to be) at least 24 hours.



Interaction of Sick Leave for Family Care With the Leave Sharing Program

- An employee must exhaust all available sick leave for family care each year before using donated annual leave.



Leave for Childbirth

Sick Leave

Birth mother may use sick leave for any period of incapacitation resulting from pregnancy and childbirth.

Birth father may use up to 12 weeks of sick leave to care for the biological mother during pregnancy, childbirth, and recovery.



Leave for Childbirth

Sick Leave

Birth parents may use up to 13 days of sick leave to care for the newborn when he or she is ill or for medical appointments.

Birth parents may use any remaining sick leave, up to 12 weeks, to care for a child with a serious health condition.



Leave for Childbirth

Annual Leave

Birth parents may use annual leave to provide care for or bond with a newborn or for other childcare responsibilities

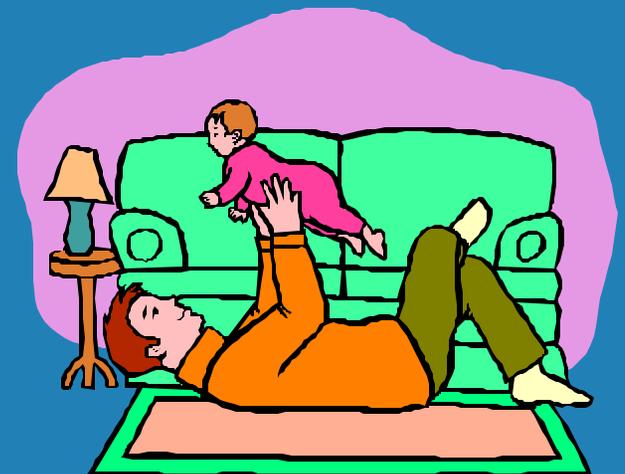


Leave for Childbirth

FMLA Leave

Birth parents may use up to 12 weeks of FMLA LWOP for childbirth and care of the newborn.

FMLA LWOP may be used in addition to or in combination with annual or sick leave.



Leave for Adoption

Sick Leave

Adoptive parents may use sick leave for purposes related to the adoption of a child.

Adoptive parents may use up to 13 days of sick leave to care for the adopted child when he or she is ill or to take the child for medical appointments.

Adoptive parents may use any remaining sick leave, up to 12 weeks, to care for an adopted child with a serious health condition.

Leave for Adoption

Annual Leave

Adoptive parents may use annual leave to provide care for or bond with an adopted child or for other childcare responsibilities.



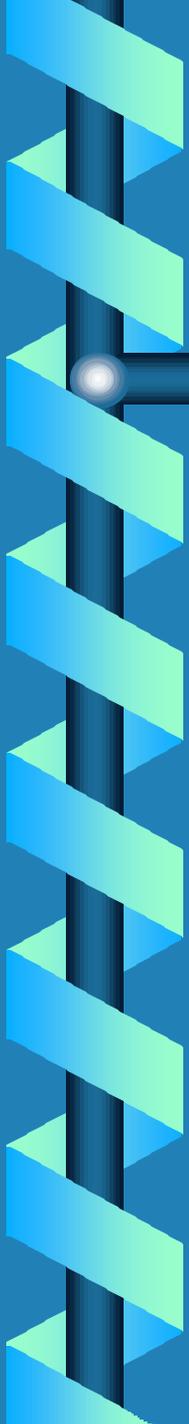
Leave for Adoption

FMLA Leave

Adoptive parents may use up to 12 weeks of FMLA LWOP for adoption and care of the newly adopted child.

FMLA LWOP may be used in addition to or in combination with annual or sick leave.





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