

### *Family and Medical Leave (FML)*

“The apostolate of ... families is of unique importance for the Church and civil society... This mission-to be the first and vital cell of society-the family has received from God” (AA, 11). Consequently, the parish provides family and medical leave for its employees if the criteria for FML are met.

- HR 51. Employees who have been employed by the parish for at least twelve months and worked at least 1000 hours during those twelve months are eligible for FML.
- 51a. FML is a paid or unpaid leave of absence from work in the event of:
- The birth or adoption of a child, or receiving a child for foster care;
  - The employee’s own serious health condition that makes it impossible to perform essential job functions;
  - Any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active military duty;
  - The need to care for the employee’s child (biological, adopted, or foster child, or anyone the employee raised as a son or daughter), spouse or parent due to their serious health condition;
  - Or the need to care for a covered service member to whom the employee is the next of kin (nearest blood relative), spouse, son, daughter, or parent of the employee due to serious injury or illness.
- 51b. A serious health condition meets one of these three criteria:
- It requires at least an overnight stay in a hospital, hospice, or other residential medical institution;
  - It involves an absence from work or other daily activity for more than three days, and requires continuing treatment or supervision by a healthcare provider; or
  - It is a chronic or long-term illness that is incurable or so serious that if untreated would probably lead to more than three days’ incapacity, and requires continuing medical treatment or supervision.
- 51c. An employee is needed to care for a sick family member (as defined in 51a) when the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety, or is unable to transport him or herself to the doctor.
- HR 52. Eligible employees are entitled to a maximum of twelve calendar weeks for FML within a rolling twelve consecutive calendar month period. The twelve weeks of leave will be translated into hours. For full-time employees, that equals 480 hours of FML per year. Hours will be pro-rated for employees working less than full-time.
- 52a. The twelve weeks of FML can be taken continuously or, under certain circumstances, intermittently. Leave may also be taken temporarily on a reduced leave schedule if the employee is capable of performing the essential functions of the position with or without reasonable accommodation. The taking of leave and

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- the duration of temporary part-time work must be discussed with and approved by the canonically appointed leader.
- HR 53. An eligible employee who is the spouse, son, daughter or 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 a total of 26 weeks of leave in a single 12-month period to care for the service member. This expanded leave entitlement may also be taken on an intermittent or reduced leave schedule (as described in HR 52a) under certain circumstances.
- HR 54. For a new child, FML must be completed within twelve months after the birth, adoption, or placement for foster care.
- HR 55. Employees must use all available sick leave and all but one week of available vacation leave when on FML; however, leave designated as FML may not exceed twelve weeks (or twenty-six weeks as described in 56b.) within a fifty-two week period, even if employees have remaining unused sick or vacation leave.
- HR 56. Supervisors are responsible for completing the appropriate paperwork for FML (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)). If an employee has been out of work on sick leave for five consecutive days, FML begins on the sixth day of sick leave. Classifying the leave as FML is conditional, pending documentation.
- HR 57. Employees who are able to return to work at least part-time may do so, if the parish can reasonably accommodate such a request, and continue to use any unused sick or vacation leave available.
- HR 58. Employees on FML will not be treated differently from other employees if decisions are made at the parish to reorganize, reassign, or lay off positions during the time the employee is on FML.
- HR 59. When on FML, an employee will be retained on the health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.
- HR 60. Vacation and sick leave benefits will not accrue when employees are on an unpaid portion of a FML.
- HR 61. If salary increases are scheduled to occur during the time employees are on authorized FML, the following provisions apply:
- Employees who are using accrued sick or vacation leave or other paid leave will receive the salary increases at the scheduled time;
  - Employees who are on an unpaid portion of FML will receive their scheduled salary increase when they return to work.
- HR 62. The year for purposes of FML will be determined by using a "rolling forward" method. The year begins for each employee on the date when that employee's leave begins. For example, if an employee begins an authorized FML on February 1, a leave year begins for that employee on February 1 and a total of twelve weeks could be taken between February 1 and January 31 of the following year.

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- HR 63. An employee whose leave is considered FML is required to provide a thirty-day advance notice of the need to take FML when the need is foreseeable and such notice is practicable. If the need was not foreseeable, the employee must notify the supervisor as soon as possible if the absence will exceed five days.
- HR 64. All agreements regarding FML must be authorized in writing and signed by the employee, the supervisor and the canonically appointed leader prior to the beginning of a FML or as soon as possible after leave has commenced. Employees on FML must notify the supervisor in writing of any change in the original written agreement.
- HR 65. Employees are required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member or a serious injury or illness of a covered service member. The employer may require medical certification prior to the return to work. A second opinion may be required and paid for by the parish.

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