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FMLA Policy

PURPOSE

The process for utilizing the Family Medical leave Act (FMLA) is as follows:

- The employee will pick up the FMLA packet at Fire Administration and completely fill out the FMLA packet for submittal to Fire Administration for review.
- FMLA leave cannot be taken prior to leave being approved by Fire Administration.
- All medical signatures and relevant documentation must accompany FMLA packet.
- FMLA leave that is approved will be approved as either Regular FMLA leave or Intermittent FMLA leave.
- Regular FMLA leave will be taken in one consecutive block, up to twelve (12) weeks within a twelve (12) month period.
- Regular FMLA is utilized most commonly under these circumstances: child birth/placement, extended injury/illness. These examples are simply the most common circumstances in which this leave is utilized and are illustrated solely to bring a better understanding to the proper usage of each individual leave.
- Intermittent FMLA is utilized when it is medically necessary due to an employee's own serious health condition or to care for a seriously ill child, spouse, domestic partner or parent of the employee. Intermittent FMLA leave may be taken in separate blocks of time due to a single illness or injury rather than for one continuous period of time. When leave is taken on an intermittent leave schedule, the leave may be measured in increments of not less than one hour and may last up to several weeks. For intermittent leave, there must be a medical need for the leave (as distinguished from voluntary treatments and procedures) and it must be that such medical need can be best accommodated through an intermittent leave schedule. The department director has the discretion to approve or deny the request.
- Each FMLA situation is unique and will be handled on a case by case basis.
- For more in depth information on FMLA reference can be made to: City of Albuquerque Personnel Rules and Regulations section 401.11 Family and Medical Leave.