

	FAMILY MEDICAL LEAVE ACT	SICK LEAVE FOR FAMILY CARE AND BEREAVEMENT
Leave Transaction Code	71/71 (LWOP-FMLA) Leave Without Pay	Sick Leave to Care for a Family Member 62/62 Family Friendly Sick Leave- Track General vs. Serious Care in Remarks
Eligibility	Use only if Federal Service has been over 1 year	Use at any time of Federal Government Service
Usage	May use up to 12 administrative workweeks of Leave Without Pay <u>Within a 12 Month Period</u> from the effective date of the emergency. (May be used intermittently.)	May use up to 12 administrative workweeks of Sick Leave (480 hours) <u>Within a Leave Year</u> (Pay Period 01 through Pay Period 26) <ul style="list-style-type: none"> • May use up to (13 days) 104 hours General Family Care or Bereavement. • May use up to 480 hours for Serious Condition (If 13 days has already been used for General Family Care – can use only the remaining 376 hours)
Definition of Family Member	<ul style="list-style-type: none"> • Self • Birth, Care or Adoption or Foster Placement of a Child • Spouse • Child • Parent 	<ul style="list-style-type: none"> • Child (Including Adopted or Foster), and Spouses thereof) • Parents • Spouses, and Parents thereof • Brothers and Sisters • Related by Blood or Affinity whose close relationship with the employee is the equivalent of a family relationship
Leave Requirement	No leave balance requirement. Leave Without Pay may be substituted with annual leave or sick leave as governed by the applicable leave rules and regulations webTA codes: 62/62 Sick Leave Used-FMLA; 61/61 Annual Leave-FMLA.	Maximum amount of sick leave that may be advanced at any time is 240 hours.
Health Condition of Self or Family Member	Must have a “Serious Health Condition” as defined in OPM’s Regulations for Administering FMLA of 1993. The definition includes conditions such as: Cancer, Heart Attacks, Strokes, Severe Injuries, Alzheimer’s Disease, Pregnancy and Childbirth (Agency may required medical certification.)	“Serious Health Condition” a defined in OPM’s Regulations for Administering FMLA of 1993. (Agency may require medical certification) or, “General Family Care” can include conditions such as: Common Cold, flu, Earaches, Upset Stomach, Headaches (Other than Migraines), Routine Dental or Orthodontia Problems, other conditions that do not involve complications leading to a serious health condition.