

Family and Medical Leave

Index Code: 713

Effective Date: 11/20/17 Revised 3/1/21

I. Purpose

The purpose of this directive is to provide for the implementation of the Family and Medical Leave Act, and is applicable to all employees of the Queen Anne's County Office of the Sheriff except where exempted by law.

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to provide all eligible employees with family and medical leave consistent with the Family and Medical Leave Act (www.dol.gov).

III. General Procedures

The Family and Medical Leave Act (FMLA) is a federal regulation that protects employment and benefits for up to twelve (12) weeks (480 hours) during a twelve-month period. Eligible employees will be granted a combination of family leave, medical leave, and/or military leave for up to twelve (12) weeks in a rolling twelve-month period.

The rolling twelve-month period is measured from the last date that an employee uses any family, medical and/or military leave. Employees granted military caregiver leave may receive a maximum of twenty-six (26) weeks of leave in a single twelve-month period.

A. While on approved FMLA leave, employees shall use accrued sick leave, personal leave, and/or vacation leave. Employees without sufficient leave time to cover the FMLA period may spread their leave time throughout this period to cover benefit deductions. Should the employee have insufficient leave to cover the FMLA period, the leave will be without pay. In addition:

1. Employees are not required to request leave without pay for any approved FMLA reason.
2. Co-workers may donate leave in accordance with the Queen Anne's County Government's Sick Leave Donation Policy, which the Office of the Sheriff has adopted.
3. Employees may request advanced sick leave in accordance with the Queen Anne's County Department of Human Resources Ordinance, §27-91 B, 8.
4. Employees suffering work related injuries may elect to be paid through workers' compensation benefits as coordinated by the Queen Anne's County Department of Human Resources.

B. Holidays occurring during a full workweek of FMLA leave count as FMLA leave; if an employee works any part of a workweek during which a holiday falls, the holiday does not count as FMLA leave.