

FAMILY LEAVE PROGRAMS AVAILABLE IN THE CLINICAL CENTER

	<i>Family & Medical Leave & Expanded Family & Medical Leave (FMLA)</i>	<i>Sick Leave for General Family Care & Sick Leave to Care for a Family Member with a Serious Health Condition (FFLA)</i>	<i>Sick Leave For Adoption</i>	<i>Bone Marrow Or Organ Donor</i>	<i>Voluntary Leave Transfer Program (VLTP)</i>
Program Description	Permits employees to use: > *12 workweeks of unpaid leave during any 12-month period to take care of specified family and medical needs, OR > 24 hours of unpaid leave (LWOP) during any 12-month period to fulfill certain family obligations. (*Does not include holidays & non-work days)	Permits full-time* employees to use: > 40 hours of sick leave per leave year for family care and bereavement purposes; and > an additional 64 hours if the employee maintains a sick leave balance of at least 80 hours, OR > 480 hours (12 weeks) of sick leave each year to care for a family member with a serious health condition. (*Part-time employees are eligible for a pro-rated amount of leave.)	Permits the use of sick leave for purposes related to the: > adoption of a child; and > foster care of a child.	Permits employees to use: > 7 days of <u>paid leave</u> (excused absence) per year to serve as a bone marrow donor. > up to 30 days of <u>paid leave</u> (excused leave) to serve as an organ donor.	Permits employees who have a personal or family medical emergency and who are expected to have a loss of income (due LWOP status) for at least 24 hours to receive donated annual leave from other employees upon approval.
Who Is Eligible?	Any employee covered by the Federal leave system, and who has completed 3 months of Federal service. Excluded are temporary employees with appointments of less than 13 months; intermittent employees; Corps officers; and IRTA and Guest Researcher participants.	All Federal employees subject to the Federal leave system. Postal Service employees are excluded.	All Federal employees subject to the Federal leave system.	Federal employees	All Federal employees subject to the Federal leave system. D.C. government employees are excluded.
Reason for Use	Enables employees to use unpaid leave for: (1) the birth of a child and care of the newborn; (2) the placement of a child with the employee for adoption or foster care; (3) the care for a spouse, child, or parent with a serious health condition; (4) a serious condition of the employee that makes him/her unable to perform the essential duties of his/her position. OR School and Early Childhood Educational Activities: (a) parent-teacher conferences or meetings with child-care providers; (b) new school or child-care facility interviews; or (c) volunteer activities supporting the child's educational advancement. Routine Family Medical Purposes allowing parents to accompany children to routine medical, dental or optical appointments.	Enables employees to: (1) Provide care for a family member who is incapacitated as a result of: > physical and/or mental illness; > injury; > pregnancy and/or childbirth; > medical, dental, or optical examinations or treatment. (2) To arrange for or attend the funeral of a family member. OR (3) To care for a family member who has a serious health condition.	Enables employees to use sick leave for: (1) appointments with adoption agencies, social workers, and attorneys; (2) court proceedings; (3) required travel; and (4) other activities necessary to permit the adoption to proceed, including any periods during which an adoptive parent is ordered or required by the adoption agency, physician, or a court, to be absent from work to care for the adopted child.	Enables employees to use leave for the purpose of serving as a bone-marrow or organ donor in addition to their sick and leave.	Enables employees to: (1) donate annual leave; and (2) use donated leave for personal or family medical emergencies.

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	<i>Family & Medical Leave & Expanded Family & Medical Leave (FMLA) - Continued</i>	<i>Sick Leave for General Family Care & Sick Leave to Care for a Family Member - Continued</i>	<i>Sick Leave For Adoption - Continued</i>	<i>Bone Marrow Or Organ Donor - Continued</i>	<i>Voluntary Leave Transfer Program (VLTP) Continued</i>
Program Definitions	<p>Family Member: Spouse: an individual who is a husband or wife pursuant to a marriage that is a legal union between one man and one woman, including common law marriage between one man and one woman in States where it is recognized. Son/Daughter: a biological, adopted or foster child; a step child; a legal ward; or a child of a person standing in loco parentis that is under 18 years of age or 18 years or older and incapable of self-care because of mental or physical disability. Parent: the biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child.</p> <p>Serious Health Condition: An illness, injury, childbirth, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or other residential medical care facility or continuing treatment.</p>	<p>Family Member: > Spouse and parents, thereof; > Children (including adopted children) and their spouses; > Parents; > Brother(s) and sister(s), and their spouses; and > Any individual related by blood or affinity whose close association with the employee is equivalent of a family relationship.</p> <p>Serious Health Condition: An illness, injury, childbirth, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or other residential medical care facility or continuing treatment.</p>	N/A	N/A	<p>Family Member: > Spouse and parents, thereof; > Children (including adopted children) and their spouses; > Parents; > Brother's) and sister(s), and their spouses; and > Any individual related by blood or affinity whose close association with the employee is equivalent of a family relationship.</p> <p>Medical Emergency: A medical condition of the employee or family member of the employee that is likely to require the employee's absence from duty for a prolonged period of time and results in a substantial loss of income of at least 24 hours because of the unavailability of paid leave.</p>
Requirements	<p>(1) Must be invoked by the employee; (2) Advance notice of at least 30 days before the leave period or as soon as practical; and (3) Submission of a Medical Certificate from treating physician within 15 days of supervisor's request for documentation.</p>	<p>(1) Advance notice that is as soon as practical; and (2) Medical Certification from treating physician (at the request of supervisor).</p>	<p>(1) Advance notice that is as soon as practical; and (2) Adoption/Foster care documents (at the request of supervisor).</p>	<p>(1) Advance notice that is as soon as practical. (2) Medical Certificate, if requested by supervisor.</p>	<p>(1) Written application*; (2) Medical Certificate from treating physician; and (3) approval from approving official.</p> <p>*For application, see http://www3.od.nih.gov/ohrm/vltp/vltphow.htm</p>
Features and Limitations	<p>> <u>May not</u> be denied if request meets the criteria of the Program; > Applies to male and female employees; > Is in addition to other paid leave; > May be taken intermittently or under a schedule reduced by the number of hours of FMLA leave; > Employees may substitute annual and/or sick leave for any unpaid leave;</p>	<p>> Requests which meet the criteria for leave may not be denied; > Applies to male and female employees; > May be used in conjunction with other leave programs, i.e., FMLA, and VLTP.</p>	<p>> May not be used for "bonding" unless it is a requirement of the adoption. > Is in addition to an employee's entitlement under FMLA. > Additional time requested by an employee not related to the adoption but to care for the adopted child in the first year after placement may be granted and charged to annual leave, compensatory time, credit hours, or LWOP.</p>	<p>> Is in addition to annual or sick leave.</p>	<p>> Recipient must exhaust all of his/her annual and sick leave prior to using donated leave when the medical emergency relates to him/herself. Must also exhaust all of their own annual leave and sick leave allowable for family care purposes for emergencies related to a family member. > Transferred leave may be substituted retroactively for LWOP or advanced</p>

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Features and Limitations - Continued	<ul style="list-style-type: none"> > Must submit medical certificate within 15 calendar days of supervisor's request. If not received within 30 days, may be charged AWOL or other type of paid leave. > Employees may not retroactively invoke entitlement to FMLA unless s/he can prove that s/he was physically or mentally incapable of invoking his/her entitlement during the entire period the employee was out from work, and that a personal representative was also unable to contact the agency and invoke the employee's entitlement to FMLA during the entire period the employee was absent from work. Employees who meet this criterion must invoke their entitlement within 2 workdays after returning. > Upon return, employees are entitled to same or equivalent position and benefits, pay, status, and other conditions of employment; > If on LWOP, entitled to maintain health benefits as long as the employee has made arrangements to pay the employees' share of costs on a current basis or upon return to pay and duty status; and > May be used in conjunction with other leave programs, i.e., FFLA, VLTP. 	<ul style="list-style-type: none"> > Employees are entitled to a total of 12 weeks of sick leave each year for all family care purposes. If an employee has used any portion of the 104 FFLA hours (13 days), that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, s/he cannot use additional time under FFLA. 	<ul style="list-style-type: none"> However, if the mother or father invokes FMLA, LWOP (up to the maximum amount allowable), or an election to substitute available leave, the request must not be denied. > Annual leave, compensatory time, credit hours or LWOP may also be authorized for the purpose of providing foster care. If the foster parent invokes FMLA within one year of the placement, LWOP (up to the maximum amount allowable), or an election to substitute available paid leave, it must not be denied. 		<ul style="list-style-type: none"> sick/annual leave; > Employees may donate up to: 104 hrs for 8-hour category; 80 hrs for 6-hour category; and 52 hours for 4-hour category. > Leave recipient using donated leave can accrue no more than 40 hours of annual leave and 40 hours of sick leave--which are put in a "set-aside account". > Leave accrued in "set-aside accounts" will be transferred to the employee's regular account if all donated leave is exhausted or the medical emergency terminates. > Unused donated leave will be restored to all leave donors' annual leave accounts upon termination of medical emergency. > Transferred leave may not be: <ol style="list-style-type: none"> (1) transferred from one leave recipient to another; (2) transferred to an immediate supervisor; (3) included in a lump-sum payment; (4) made available for re-credit upon reemployment to a federal agency; or (5) used after the medical emergency is terminated. > May be used in conjunction with other leave programs, i.e., FFLA, FMLA.
Procedures for Applying	Apply to immediate supervisor no less than 30 days before leave is to begin or as soon as practical.	Apply to immediate supervisor via leave requesting vehicle (e.g., ITAS).	Apply to immediate supervisor via leave requesting vehicle (e.g., ITAS).	Apply to immediate supervisor via leave requesting vehicle (e.g., ITAS).	Apply in writing to immediate supervisor. Provide name, title, grade; nature of medical emergency, severity and anticipated duration; and statement from physician
Who Approves?	Immediate supervisor.	Immediate supervisor.	Immediate supervisor.	Immediate supervisor.	Immediate supervisor then Deputy Director for Management and Operations for CC employee.