

**TOWN OF NEW LEBANON**  
**Family and Medical Leave Act (FMLA)**

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The Family and Medical Leave Act (FMLA) provides all town employees with up to 12 (twelve) work weeks of unpaid, job-protected leave per year, if they are eligible.

**LEAVE ENTITLEMENT**

An eligible employee shall be entitled to:

- 12 (twelve) workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee’s spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” **or**
- 26 (twenty-six) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

**ELIGIBILITY**

Employees are eligible for leave if they have worked for the Town at least 12 months and at least 1,250 hours over the past 12 months. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

**UTILIZATION OF TIME**

Time taken off work due to pregnancy complications can be counted against the 12 weeks of Family and Medical Leave.

Employees that are on FMLA leave for the birth, placement or adoption of child, leave time must be taken within 12 months of the birth, placement or adoption of child and in increments of no less than one week at a time. Such requested time shall be on 30 days’ written notice to their direct supervisor and the Town Supervisor.

Employees that are eligible for leave may be entitled to utilize leave intermittently and all questions regarding same, as well as obtaining any necessary paperwork should be directed to the Town Supervisor’s office. Employees are expected to provide a minimum of 30 days’ written notice of anticipated leave except in emergent circumstances.

### **CALCULATION OF TIME**

The Town of New Lebanon utilizes a 12 (twelve) month period forward from the date of an employee's first FMLA leave in order to calculate the utilization of the 12 (twelve) weeks leave.

### **USE OF ACCRUALS & BENEFITS**

The Town of New Lebanon requires all eligible employees to exhaust all available accruals while on FMLA. Employees must identify the leave they intend to use prior to the conclusion of the payroll period.

If an employee shall be on a continuous FMLA leave and has insufficient accruals for the entire leave, employee may be allowed to spread the leave time throughout the various pay periods to assist the employee in their weekly deduction (i.e., union dues, health insurance, etc.). Notwithstanding the aforementioned, if an employee is on a continuous leave for their own health condition and/or otherwise qualifies for short-term or long-term disability through the Town's disability benefits, employees will only be required to utilize those accruals necessary to receive a complete paycheck between leave time and disability benefits.

When all leave accruals and/or disability benefits (if applicable) are exhausted, the employee will be placed on unpaid leave. Employees absent from work on FMLA shall continue be entitled to health insurance benefits under the same terms and conditions offered while employed. Employees shall remain responsible for their proportionate share of their health insurance, to the extent applicable.

***Employees on FMLA do not accrue any leave accrual benefits.***