

**DISTRICT OF COLUMBIA  
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

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**BULLETIN NO. 38**

**July 2017 (Revised)**

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**D.C. FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT  
Guidelines for the use of Paid Family Leave**

The Paid Family Leave (PFL) program provides employees with up to 8 weeks paid leave for: 1) the care of a family member with a serious health condition; 2) the birth of a child; 3) the placement of child with an employee where the employee has assumed care of the child; and 4) the legal placement of a child with an employee. The D.C. Department of Human Resources is in the process of issuing regulations to guide agencies on how PFL may be used. The following shall apply to all D.C. Fire and EMS Department employees who have been approved by the EEO & Diversity Manager to use PFL:

**Employees may use PFL intermittently or in a continuous block with the following restrictions:**

**A. Use for the Care of Family Member with a Serious Health Condition**

1. PFL may be used intermittently if medically necessary and supported by a U.S. Department of Labor Medical Certification form WH-380-F (Medical Certification).
2. PFL may be used in a continuous block for the period of time that is medically necessary for an employee to provide care for a family member with a serious health condition. The period of time must be supported by a Medical Certification.
3. When the family member's serious health condition ends or no longer exists (e.g. death of family member, family member released from doctor's care, family member admitted to hospice or a nursing home, family member can care for self, etc.), the employee's authorization to use PFL or FMLA is automatically terminated.
4. Employees shall only use PFL when *providing care* for a family member with a serious health condition. For example, an employee shall not take PFL to care for a child when that child is in school or relative who is in a nursing home or other care facility.

5. In general, employees shall provide the Department with 48 hours' notice to use PFL intermittently to care for a family member with a serious health condition. If it is determined that it was impossible for the employee to provide 48 hours' notice, the employee's supervisor may grant the use of pre-approved PFL. However, if the employee is approved to use District or federal FMLA, the supervisor shall grant the employee FMLA-LWOP.

**B. Use for the Birth of a Child or Placement of a Child**

1. PFL may be used intermittently when an employee submits the Paid Leave Form (FD PFL1) with his or her Family and Medical Leave Application indicating the dates she or he wishes to utilize PFL.
2. Employees are prohibited from using PFL outside of the designated PFL dates.
3. PFL expires 12 months after the date of birth or placement of the child.

**C. General Principles**

1. PFL is a leave benefit like sick or annual leave and may be denied. When reviewing intermittent PFL leave requests submitted less than 48 hours of the employees scheduled tour of duty, officers shall utilize the same standards set forth in the Order Book when reviewing EAL requests. All denials, including the justification for the denial, shall be documented by the officer. However, if the employee is approved to use District or federal FMLA, the supervisor shall grant the employee FMLA-LWOP.
2. *PFL cannot be used for an employee's medical condition.*
3. Officers cannot grant an employee's request for intermittent PFL unless the department's EEO & Diversity Manager has approved the employee's request for PFL.
4. In order to be eligible for PFL, employees must submit an application to the EEO & Diversity Manager. Employees currently on approved FMLA shall submit a new application.
5. Once leave dates are approved for operational employees, the dates shall be entered in TeleStaff by either the Deputy's Aide or the TeleStaff Administrator.

6. Any abuse of or fraudulent use, including attempts, of PFL shall be considered time fraud and employees shall be referred for termination.
7. The time recording code (TRC) in PeopleSoft for PFL (PFLDY) will be activated after the approval is received by the Office of Pay and Retirement Services. Until the TRC is activated, the employee will be required to use his or her own leave. After the TRC is activated for the employee, the employee's timekeeper will be required to make the adjustments in PeopleSoft and/or submit a leave adjustment form for the employee.
8. The Department may require an employee who qualifies for PFL to use PFL while on federal or District FMLA.
9. Employees are required to exhaust PFL prior to using their own or donated leave.

**D. Employees shall not use PFL for Continuation of Duty or Overtime Shifts.**

1. In the event of a mandatory call back of all employees, the Department may cancel PFL and require employees to report for duty.

**PFL Contact Information:**

The D.C. Fire and EMS Department has appointed Lucius Mapp, Management Liaison Specialist, as the Family Medical Leave Act (FMLA) and Paid Family Leave (PFL) Coordinator. He may be contacted at (202) 727-4971 or via email at [Lucius.Mapp@dc.gov](mailto:Lucius.Mapp@dc.gov). In addition, all FMLA/PFL applications shall be submitted via email to [fems.fmla@dc.gov](mailto:fems.fmla@dc.gov).