



SPECIAL ORDER



Series	Number	Originating Unit	Originating Date	Expiration Date
2013	76	OFC	July 29, 2013	N/A

Subject:

FAMILY AND MEDICAL LEAVE

Employees who are approved to use leave pursuant to the D.C. Family Medical Leave Act (DCFMLA) or the federal Family Medical Leave Act (FMLA) shall comply with the Department's rules and regulations regarding the use of sick and annual leave. For instance, if the leave is not scheduled in advance, the employee shall comply with 2012 Special Order 68 (EAL) and Order Book, Article XI § 2 (Emergency Sick leave). If an employee fails to comply, the employee shall be granted leave but shall be carried in a Leave Without Pay status (LWOP).

Employees may use leave pursuant to DCFMLA and FMLA for periods of mandatory overtime. If an employee exercises his or her ability to use approved family or medical leave for continuation of duty, the employee's timekeeper shall enter the leave in both PeopleSoft (Family LWOP) and TeleStaff (Family Leave) for a period of 12 hours. When an employee uses family or medical leave for a period of mandatory overtime, it will count against the employees approved hours for both DCFMLA and FMLA.

The use of family or medical leave must be consistent with the medical documentation used to support the approval of the employee's DCFMLA and FMLA request. If an employee takes leave that is inconsistent with the medical documentation or abuses leave pursuant to the DCFMLA and FMLA, the employee may be disciplined.

Timekeepers for employees shall monitor the use of leave pursuant to the DCFMLA and FMLA. Timekeepers shall accurately record the use of leave used pursuant to the DCFMLA and FMLA in both TeleStaff and PeopleSoft. Family or Medical Leave posted in PeopleSoft shall be recorded as "Family Annual," "Family Sick," "Family Comp," or "Family LWOP."


 Kenneth B. Ellerbe
 Fire & EMS Chief