

Metropolitan Police Department □ Washington, D.C.



SPECIAL ORDER



Subject:

REQUEST FOR FAMILY AND/OR MEDICAL LEAVE

Series	Number	Distribution
91	5	B
Effective Date		
June 27, 1991		
Expiration Date		
*		

The purpose of this special order is to apprise members of D.C. Law 8-181, the District of Columbia Family and Medical Leave Act of 1990, effective October 3, 1990; D.C. Code Section 36-1301, 1991 Supp.; and Chapter 16 of Title 4, District of Columbia Municipal Regulations.

Pursuant to D.C. Law 8-181, members of the Metropolitan Police Department are eligible for family or medical leave (not to exceed 16 workweeks during the designated 24 month leave period [April 1st through March 31st]) according to the provisions set forth in the attached District Personnel Manual (DPM) Instruction No. 12-5, dated April 1, 1991. The Administrative Services Officer is the authorizing agent regarding all requests for family/medical leave by members of the Metropolitan Police Department.

Requests for family and medical leave shall be directed, through channels, to the Administrative Services Officer for approval, utilizing Attachment No. 2 of the DPM Instructions, in an original and three copies.

FAMILY LEAVE

Members may apply for family leave for any of the following circumstances:

1. The birth of a child of the member (to be taken within 12 months of the child's birth);
2. The placement of a child with the member for adoption or foster care;
3. The placement of a child with the member for whom the member permanently assumes and discharges parental responsibility; or
4. The care of a member of the employee's family who has a serious health condition, supported by a certification of the serious health condition (issued by the family member's health care provider).
5. Members may utilize family leave in blocks of time (two weeks, six weeks, etc.) or on a reduced leave schedule upon mutual agreement of the member and the department (requiring 16 weeks of family leave to be taken within a period not to exceed 24 consecutive weeks).
6. Members are eligible to use any one, or combination of, annual leave, personal leave days, compensatory leave, or leave without pay, as family leave:

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MEDICAL LEAVE

Members may apply for medical leave when the member is unable to perform his/her duties due to a serious health condition (as certified by his/her health care provider):

1. Members may elect to use any one, or combination of, annual leave, personal leave days, compensatory leave, or sick leave, in lieu of leave without pay. Medical leave may be taken as a block of time or intermittently when medically necessary over a 24 month period; and

2. A member's use of *other than* leave without pay, for medical leave, shall be deducted from their total amount of medical leave allowable for the prescribed 24-month leave usage period.

ELEMENT TIME AND ATTENDANCE CLERKS

Element Time and Attendance Clerks shall have the following responsibilities when processing family and medical leave requests under D.C. Law 8-181:

1. Monitoring the use of family/medical leave by members to ensure that their leave usage does not exceed the guidelines set forth in the attached DPM Instruction;

2. Reporting violations of D.C. Law 8-181 to the element commander; and

3. Recording onto the District of Columbia Family\Medical Leave Use Report Form (Attachment 3 of the DPM Instruction), the type and amount of leave (family or medical) used by the member during the family/medical leave reporting period (April 1st [previous year] through March 31st [current year]):

a. Calculating a member's family/medical leave usage on an hour-to-hour basis; and

b. Preparing a memorandum to the Director, Office of Finance and Resource Management, identifying each member's leave usage:

- (1) Itemizing the total amount, and type, of leave (e.g., leave without pay, annual leave, etc.) used for each category of leave (family and/or medical);
- (2) Including a copy of all District of Columbia Family\Medical Leave Use Report Forms, as an attachment to the memorandum; and
- (3) Forwarding the completed memorandum, through channels, to the Director, Office of Finance and Resource Management, ***no later than April 10th each year.***

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DIRECTOR, OFFICE OF FINANCE AND RESOURCE MANAGEMENT

The Director, Office of Finance and Resource Management, shall be responsible for:

1. Ensuring that the records, outlined in Item No. 17, DPM Instruction No. 12-5, are maintained; and
2. Calculating information pertaining to all members' family/medical leave usage, according to Item No. 17(b) of the DPM Instruction No. 12-5, during the April 1st through March 31st designated leave reporting period, and forwarding the completed report to the Director, D.C. Office of Personnel, no later than May 1st of each year.

ADMINISTRATIVE SERVICES OFFICER

The Administrative Services Officer shall be responsible for:

1. Reviewing and approving all family/medical leave requests according to Item No. 4 of the DPM Instruction No. 12-5; and
2. Forwarding approved/disapproved family/medical leave requests according to the following distribution schedule:
 - a. The original copy to the Office of Personnel for placement into the requesting member's personnel file;
 - b. One copy to the requesting member;
 - c. One copy to the requesting member's time and attendance unit; and
 - d. One copy to the Director, Office of Finance and Resource Management.

Members are reminded that use of more than 39 hours of leave without pay will result in a loss of service credit.

Any questions regarding family/medical leave should be directed to Lieutenant Gary R. Clark, Office of Finance and Resource Management, on (72) 74181.

This special order shall remain in effect until incorporated into General Order No. 206.2.


Isaac Fulwood, Jr.
Chief of Police

Attachment

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel**

District Personnel Manual Issuance System

DPM Instruction No. 12-5

This instruction should be filed
behind the divider for Part III of
DPM Chapter(s) 12

SUBJECT: Family and Medical Leave

Date: April 1, 1991

1. Scope

The purpose of this instruction is to set forth the procedures that personnel authorities are to follow in granting leave to employees under the provisions of the District of Columbia Family and Medical Leave Act of 1990. This instruction applies to all personnel authorities of the District of Columbia government except the District of Columbia Board of Education, the Board of Trustees of the University of the District of Columbia, the District of Columbia School of Law and the District of Columbia Court System. The District of Columbia Board of Education, the Board of Trustees of the University of the District of Columbia, the District of Columbia School of Law and the District of Columbia Court System are responsible for implementing this Act for their employees.

2. Authority

The District of Columbia Family and Medical Leave Act of 1990 (D.C. Law 8-181, effective October 3, 1990; D.C. Code § 36-1301, 1991 Supp.); and Chapter 16 of Title 4, District of Columbia Municipal Regulations.

3. Applicability

The District of Columbia Family and Medical Leave Act of 1990 (Act) is applicable to all employers in the District of Columbia employing 50 or more employees on or after April 1, 1991. Under the Act, the District of Columbia government is considered a single employer. Therefore, the Act is applicable to every agency of the District of Columbia government without regard to its individual size.

4. Employee Eligibility to Family and Medical Leave

(a) Any employee of the District government who:

- (1) has been employed by the District of Columbia government for one year without a break in service except for regular holidays or leave; and
- (2) has been in a pay status for at least 1000 hours during the 12-month period immediately preceding the request for family or medical leave;

is an eligible employee for the purposes of family and medical leave.

- (b) Any employee of the Metropolitan Police Department, the Fire Department of the District of Columbia and Department of Corrections is eligible for family and medical leave to the same extent as any other employee of the District government.

Inquiries: Bureau of Compensation & Benefits, Compensation Division, 727-6468

Distribution: Heads of Departments and Agencies, Personnel Officers, and DPM Subscribers

Retain Until Superseded

5. Definitions

The following terms have the meanings ascribed:

- (a) **Committed relationship**—a familial relationship between two individuals demonstrated by such factors as, but not limited to, mutual economic interdependence including joint bank accounts, joint tenancy, and joint and mutual financial obligations such as loans, domestic interdependence including close association, public presentment of the relationship, exclusiveness of the relationship, length of the relationship, and the intent of the relationship as evidenced by a will or life insurance.
- (b) **Child**—any person under 21 years of age; also any person who, though 21 years of age or older, is substantially dependent upon the eligible employee by reason of physical or mental disability; and any person up to 23 years of age and a full-time student at an accredited college or university.
- (c) **Family member**—a person to whom the eligible employee is related by blood, legal custody, or marriage; a child who lives with an eligible employee and for whom the eligible employee assumes and discharges parental responsibility; or a person with whom the eligible employee shares or has shared, within the last year, a mutual residence and with whom the eligible employee maintains a committed relationship.
- (d) **Reduced leave schedule**—family leave that, based on the mutual agreement of the employee and his or her agency, is scheduled for a fewer number of hours than an employee is officially scheduled to work each workweek or workday. Family leave on a reduced leave schedule must be taken within a period that does not exceed 24 consecutive workweeks.
- (e) **Serious health condition**—a physical or mental illness, injury, or impairment that involves inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision at home by a health care provider or other competent individual. Examples of a serious health condition include, but are not limited to, heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, lupus, AIDS, injuries caused by serious accidents off the job, ongoing pregnancy, miscarriages, complications or illnesses related to pregnancy, the need for parental care, childbirth, and recovery from childbirth.

6. General

The Act entitles eligible employees to 16 weeks of unpaid family leave over a 24-month period for the birth of a child or for the placement of a child in the employee's care, or to care for a family member with a serious health condition; and up to 16 weeks of unpaid medical leave over a 24-month period when the employee is unable to perform his or her job because of a serious health condition. Therefore, an employee who is on family or medical leave is considered in a leave-without-pay status except as otherwise provided in this instruction. For the purpose of this instruction, the 16-week entitlement to family and medical leave is to be reduced to an hourly equivalent based on each employee's tour of duty as contained on his or her Personnel Form 1. For a full-time employee who works 40 hours per week, the 16-week hourly equivalent is 640 hours (40 hours times 16 weeks equals 640 hours). For other tours of duty, including part-time tours of duty, the hourly equivalent is to be prorated by multiplying the employee's weekly tour of duty times the 16-week entitlement. For example, for a part-time employee whose weekly tour of duty is 32 hours, the 16-week hourly equivalent is 512 hours (32 hours times 16 weeks equals 512 hours). (See Attachment 1 for a proration table.)

When an employee is on family or medical leave and is carried in a leave-without-pay (LWOP) status, his or her employee health benefits will continue, provided the employee continues to make his or her contributions to his or her group health plan.

Upon return to duty following an absence on family or medical leave, an employee must occupy the same position he or she occupied immediately prior to the absence on family or medical leave.

7. Tour-of-Duty Changes

On the date an employee begins using family or medical leave, the 24-month utilization period for that leave begins. During the 24-month utilization period, an employee's regularly scheduled tour of duty may change and, as a result, the total number of hours of leave to which the employee is entitled will also change. For example, Employee A is a part-time employee who works 20 hours per week. Employee A uses 6 consecutive weeks (120 hours) of medical leave and then returns to his part-time position. (The 24-month medical leave utilization period for Employee A began on the first day of absence on medical leave.) Shortly after returning to his position from the 6 weeks of medical leave, Employee A applies for and accepts employment to a full-time, 40-hour-per-week position. Several months after beginning his full-time tour of duty, employee A has another medical need, and requests and uses the remaining 10 weeks of medical leave to which entitled. Employee A's medical leave as a full-time, 40-hour-per-week employee now has an hourly equivalent value of 400 hours (40 hours times 10 weeks equals 400 hours). Upon return to his full-time position following the 10 weeks of medical leave, employee A has exhausted his 24-month entitlement to medical leave.

Employee A used 6 weeks (120 hours) of medical leave as a part-time employee and 10 weeks of medical leave (400 hours) as a full-time employee. In this example, employee A used all 16 weeks of medical leave to which entitled, even though he only used 520 hours of medical leave. Employee A has no further entitlement to medical leave during the 24-month period that began on the first day of his initial 6-week absence.

While an employee's regularly scheduled tour of duty may change during the 24-month leave utilization period, the employee's tour of duty must not be changed while he or she is in a family or medical leave status.

8. Family Leave

- (a) An employee is entitled to a total of 16 workweeks of family leave during any 24-month period for:
 - (1) the birth of a child of the employee;
 - (2) the placement of a child with the employee for adoption or foster care;
 - (3) the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility; or
 - (4) the care of a family member of the employee who has a serious health condition. The request for family leave must be supported by a certification of the serious health condition issued by the family member's health care provider.
- (b) Family leave for the birth of a child, the placement of a child with the employee for adoption or foster care, or the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility must commence within 12 months of the birth of the child or placement of the child with the employee. If family leave does not commence within 12 months of the birth of a child or placement of a child with the employee, the employee's entitlement to family leave for that event is forfeited.
- (c) Family leave may be taken as a block of time (*i.e.*, 2 weeks, 13 consecutive days, 6 weeks, *etc.*) or on a reduced leave schedule upon mutual agreement of the employee and his or her agency. A reduced leave schedule represents a temporary change to an employee's regular work schedule so

as to accommodate the employee's regular and recurring need for family leave on a less than full-time basis. For example, a full-time employee's Monday through Friday regular work schedule may be changed to Monday, Wednesday, and Friday to accommodate the employee's need for family leave on Tuesday and Thursday. A reduced leave schedule does not represent a change to the employee's regularly scheduled tour of duty. However, when taken on a reduced leave schedule, the 16 weeks of family leave must be taken within a period that does not exceed 24 consecutive workweeks.

- (d) If 2 family members are employed in the same office, division, subdivision, or other organizational subdivision of an agency and both employees have the same or interrelated duties so that the absence of the employees would unduly disrupt agency business, the agency may limit the aggregate family leave to 16 workweeks within a 24-month period. Likewise, the agency may limit the aggregate family leave that the employees may take simultaneously to 4 workweeks during a 24-month period. The family leave taken under the provisions of this paragraph may be taken as a block of time, on a reduced leave schedule, or intermittently. This is a statutory provision that is not likely to have an effect on the District government.
- (e) An employee who is on family leave will be considered in a leave-without-pay status except as provided below:
 - (1) An employee may elect to use any annual leave, personal leave, or compensatory time to his or her credit for family leave. However, should the employee elect to use annual leave, personal leave, or compensatory time for family leave, that leave will count against the 16-workweek family leave entitlement.
 - (2) An employee may make application to receive annual leave pursuant to the provisions of the District of Columbia Government Leave Bank Amendment Act of 1990, or pursuant to the provisions of a leave bank program contained in a collective bargaining agreement, because of a medical emergency. However, any leave credited to an employee pursuant to the provisions of such program will count against the 16-workweek family leave entitlement.
- (f) Nothing in this instruction prohibits an employee from requesting accrued annual leave, personal leave, or compensatory time in accordance with Chapter 12 of the District Personnel Manual (DPM). If leave is requested and approved solely under the authority of Chapter 12 of the DPM, such leave usage will not count against the 16-workweek family leave entitlement.

9. Medical Leave

- (a) An employee who is unable to perform the functions of his or her position because of a serious health condition is entitled to medical leave for as long as the employee is unable to perform his or her job functions; except that the medical leave must not exceed 16 workweeks during any 24-month period. The request for medical leave must be supported by a certification of the serious health condition issued by the employee's health care provider.
- (b) An employee who is on medical leave is considered in a leave-without-pay status except as provided below:
 - (1) An employee may elect to use any sick leave to his or her credit for medical leave. However, should the employee elect to use sick leave for medical leave, that leave will count against the 16-workweek family leave entitlement.
 - (2) Based on the mutual agreement of the employee and his or her agency, the employee may use any annual leave, personal leave or compensatory time to his or her credit for medical leave. However, should the employee use annual leave, personal leave, or compensatory time for medical leave, that leave will count against the 16-workweek medical leave entitlement.

- (3) An employee may make application to receive annual leave pursuant to the provisions of the District of Columbia Government Leave Bank Amendment Act of 1990, or pursuant to the provisions of a leave bank program contained in a collective bargaining agreement, because of a medical emergency. However, any leave credited to an employee pursuant to the provisions of such program will count against the 16-workweek medical leave entitlement.
- (c) Medical leave may be taken as a block of time (*i.e.*, 4 weeks, 6 weeks, 16 weeks, *etc.*) or intermittently when medically necessary. Medical leave taken intermittently may be taken over a 24-month period.
- (d) Nothing in this instruction prohibits an employee from requesting accrued annual leave, sick leave, personal leave, or compensatory time in accordance with Chapter 12 of the District Personnel Manual (DPM). If leave is requested and approved solely under authority of Chapter 12 of the DPM, such leave usage will not count against the 16-workweek medical leave entitlement.

10. Certification of Serious Health Condition

- (a) An employee's request for family leave to care for a family member with a serious health condition, or for medical leave due to his or her own serious health condition, must be supported by a certification issued by the family member's health care provider or the employee's health care provider, as appropriate. The employee must provide a copy of the certification to his or her agency.
- (b) The certifications may only be used for the purpose of making a decision with regard to requests for family and medical leave; and all information obtained from the certification must be kept confidential.
- (c) The certification must state:
 - (1) the date on which the serious health condition commenced;
 - (2) the probable duration of the condition;
 - (3) the appropriate medical facts within the knowledge of the health care provider that would necessitate the employee to take family or medical leave; and
 - (4) for the purposes of family leave, an estimate of the amount of time that the employee is needed to care for the family member; or
 - (5) for the purposes of medical leave, a statement that the employee is unable to perform the functions of his or her position. [NOTE: The agency may also request that the certification for medical leave also include an explanation of the extent to which the employee is unable to perform the functions of his or her position so as to provide the employee, should the agency and employee mutually agree, with alternative employment for the duration of the employee's serious health condition.]
- (d) The agency may require the employee to obtain the opinion of a second health care provider who has been approved by the agency, should the agency have reason to doubt the validity of the certification provided by the employee. The opinion of the second health care provider will be at the expense of the agency.
- (e) The employee may obtain the opinion of a third health care provider, who has been mutually agreed upon by the employee and the employer, if the second opinion required by the agency differs from the certification provided by the employee. The opinion of the third health care provider will be at the expense of the agency; and is binding on the employee and agency.

- (f) The health care provider who has been approved or mutually agreed upon for second and third opinions must not be retained on a regular basis by the District of Columbia government or the employee, or otherwise bear a close relationship to the District of Columbia government or the employee, so as to give the appearance that the certification is biased.

11. Requests for Family and Medical Leave

- (a) When the need for family or medical leave is foreseeable (that is, the employee knew or should have known of the need) because of planned medical treatment or supervision, the employee must:
 - (1) provide his or her agency with a written request for family or medical leave 30 days prior to the beginning date of the leave; and
 - (2) make a reasonable effort to schedule medical treatment or supervision, subject to the approval of the health care provider of the employee or family member, in a manner that does not unduly disrupt the operations of the employer.
- (b) When the circumstances leading to the need for family or medical leave cannot be reasonably foreseen, the employee must provide his or her agency with either an oral or written request as soon as possible, but not more than two business days after the date the family leave began. An oral request must be followed up with a written request upon the employee's return to the work-place.
- (c) Written requests for family and medical leave are to be made on the Application for Family/Medical Leave form attached to this instruction (Attachment 2). The employee must submit an original and three copies of the application to his or her agency. An agency will approve or disapprove the application as expeditiously as possible.

12. Recording Family and Medical Leave

Records must be kept of each employee's use of family or medical leave; and of any alternative employment in lieu of medical leave. The Employee Family/Medical Leave Use Report form attached to this instruction (Attachment 3) must be used by agencies to record each employee's family and medical leave usage.

13. Employment and Benefit Protection

- (a) Any employee who takes family or medical leave must, upon completion of the leave, return to the position he or she held when the family or medical leave commenced.
- (b) The employee's coverage under his or her group health insurance program will continue during his or her absence on family or medical leave; provided the employee continues to pay the employee contribution. An employee who formally elects to cancel his or her health benefits cannot re-enroll in a health benefit program until the earlier of the next health benefits "open season" or upon satisfying a health benefits enrollment event. The agency must counsel employees of the hazards of canceling health benefits coverage before such cancellation documents are processed by the agency.

14. Alternative Employment

- (a) An agency may provide alternative employment to an employee with a serious health condition, provided:
 - (1) the employee and the agency mutually agree to the alternative employment;

- (2) the employee provides supporting certification from his or her health care provider that provides an explanation of the extent that the employee is unable to perform the functions of his or her position; and
- (3) such alternative employment is for the duration of the employee's serious health condition.
- (b) When an employee and his or her agency agree to alternative employment, the period of alternative employment will not cause a reduction in the amount of medical leave to which the employee is entitled.
- (c) When the employee is able to perform the functions of his or her original position, the employee must return to his or her original position.
- (d) An agency is to document the alternative employment and the duration of it provided to an employee in lieu of medical leave. The alternative employment is to be documented on the Alternative Employment Record Form (Attachment 4).

15. Administrative Enforcement Procedure and Mediation

- (a) Any employee who has a complaint concerning a denial of rights under the Act may file a complaint with the Department of Human Rights and Minority Business Development; but the complaint must be filed by the employee within one year of the occurrence or discovery of the alleged violation of the Act.
- (b) An employee who is filing a complaint may elect to have the complaint mediated pursuant to the provisions of § 1603 of Title 4 of the District of Columbia Municipal Regulations (DCMR) as an alternative to the investigative process provided for in § 1604 of Title 4 of the DCMR.
- (c) The enforcement procedure contained in Chapter 16 of Title 4 of the DCMR is the only procedure that may be utilized to resolve an alleged violation of the Act. No other complaint resolution procedure, including, but not limited to, Chapter 16 of the District Personnel Manual and negotiated grievance procedures contained in collective bargaining agreements, may be used to resolve an alleged violation of the Act.

16. Notice of Employee Rights Under the District of Columbia Family and Medical Leave Act

Each agency must conspicuously post and maintain a notice to employees providing pertinent information on the Act. The notice attached to this instruction (Attachment 5) is to be used for this purpose.

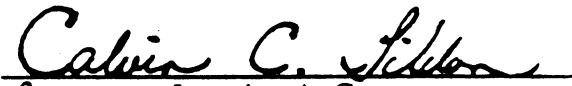
17. Agency Records

- (a) Each agency is to maintain the following employee records which document on an annual basis:
 - (1) the cost to the agency for any expense incurred to temporarily replace an employee, if any, during the time the employee is absent on family or medical leave;
 - (2) the cost to the agency for the employer's share of employee health benefits, if any, during the time the employee is absent on family or medical leave;
 - (3) the length of family or medical leave taken by the employee;
 - (4) the salary and grade level of the employee who has taken family or medical leave;
 - (5) the reason(s) the employee took family or medical leave;

- (6) the employee's request and supporting documents for family and medical leave; and
 - (7) if applicable, the alternative employment, and the length of the alternative employment, provided the employee in the place of medical leave. (See Attachment 4.)
- (b) Each agency is to report the following information, for the period from April 1 of the previous year through March 31 of the current year, to the Director, D.C. Office of Personnel, by May 1 of each year:
- (1) the total number of employees who have taken family or medical leave;
 - (2) the average cost to the agency for any expense incurred to temporarily replace employees, if any, during the time the employees were absent on family or medical leave;
 - (3) the average cost to the agency for the employer's share of employee health benefits, if any, during the time the employees were absent on family or medical leave;
 - (4) the average length of family leave taken by employees;
 - (5) the average length of medical leave taken by employees;
 - (6) The average salary and the grade levels of employees who have taken family or medical leave; and
 - (7) the total number of employees who were provided alternative employment, and the average length of the alternative employment, in the place of medical leave.
- (c) The Director, D.C. Office of Personnel, will compile the information reported by the agencies and prepare a report to the Family and Medical Leave Commission at such time and in such form as the Commission prescribes.

18. Family and Medical Leave Act Regulations

Emergency rules to implement the Family and Medical Leave Act of 1990, D.C. Law 8-181 (§ 36-1301 *et seq.*, D.C. Code, 1991 Supp.), were adopted by the Department of Employment Services on March 15, 1991 and became effective April 1, 1991. A copy of the emergency and proposed rules are found at Attachment 6.


Lorraine A. Green
Acting Director of Personnel

- Attachments:
- 1) Proration Chart
 - 2) Application for Family/Medical Leave
 - 3) Family/Medical Leave Use Report
 - 4) Alternative Employment Record Form
 - 5) Notice to Employees: "Employees' Rights Under the District of Columbia Family and Medical Leave Act of 1990"
 - 6) Family and Medical Leave Act Regulations

PRORATION CHART

Hours Worked per Week	24-Month Entitle- ment (hours)	Hours Worked per Week	24-Month Entitle- ment (hours)	Hours Worked per Week	24-Month Entitle- ment (hours)	Hours Worked per Week	24-Month Entitle- ment (hours)
1	16	11	176	21	336	31	496
2	32	12	192	22	352	32	512
3	48	13	208	23	368	33	528
4	64	14	224	24	384	34	544
5	80	15	240	25	400	35	560
6	96	16	256	26	416	36	576
7	112	17	272	27	432	37	592
8	128	18	288	28	448	38	608
9	144	19	304	28	448	39	624
10	160	20	320	30	480	40	640

Note: The hourly equivalent is determined based on the employee's tour of duty at the time leave commences.

- ☐ In a continuous block of time from _____ to _____.
- ☐ On a reduced leave schedule as mutually agreed to by my agency from _____ to _____. I understand that the 16 weeks of family leave on a reduced leave schedule must be taken within a period that does not exceed 24 consecutive workweeks.
- ☐ Intermittently in accordance with paragraph 8(d) of DPM Instruction No. 12-5.

Do you wish to continue your health benefits during the unpaid period of your family leave entitlement?

- ☐ Yes (I understand that I am responsible for continuing to pay my share of the health benefit premium.)
- ☐ No (Attach declaration of benefits form.—I understand that by canceling my health benefits enrollment I cannot re-enroll in the health benefits program until the earlier of (1) the next health benefits "open season," or (2) upon satisfying a health benefits enrollment event.

4. TO BE COMPLETED IF APPLYING FOR MEDICAL LEAVE

- A. I hereby request ____ hours of medical leave because of a serious health condition.
- B. I am requesting the following type(s) of leave for medical leave. (I understand that I may elect to use my accrued sick leave and, if agreed to by my agency, accrued annual leave, personal leave, and/or compensatory time; and, in so using this leave, any sick leave, annual leave, personal leave, and/or compensatory time will count against my total 16-workweek entitlement to medical leave.)

- ☐ Annual leave:* Number of hours ____
- ☐ Personal leave:* Number of hours ____
- ☐ Compensatory time off:* Number of hours ____
- ☐ Leave bank hours: Number of hours ____
- ☐ Leave without pay: Number of hours ____

Total hours ____

* (If you are requesting this type of leave, you must file and attach form SF71, "Application for leave," with this request.)

- C. The period of medical leave requested in 4A above is to be taken:

- ☐ In a continuous block of time from _____ to _____.
- ☐ Intermittently as medically necessary.

Do you wish to continue your health benefits during the unpaid period of your medical leave entitlement?

- ☐ Yes (I understand that I am responsible for continuing to pay my share of the health benefit premium.)
- ☐ No (Attach declaration of benefits form.—I understand that by canceling my health benefits enrollment I cannot re-enroll in the health benefits program until the earlier of (1) the next health benefits "open season," or (2) upon satisfying a health benefits enrollment event.

A certification of your "serious health condition," issued by your health care provider, must be attached to this application.

5. CERTIFICATION

I certify that the above statements are true to the best of my knowledge and belief and that I am eligible to participate in the District of Columbia Family and Medical Leave Act.

Signature _____

Date _____

TO BE COMPLETED BY THE EMPLOYING AGENCY

____ Approved _____ Disapproved _____ Date _____

(Signature of Approving Official)

DISTRIBUTION

Original—Personnel File

1 Copy—Employee

1 Copy—Agency T&A Office

1 Copy—Agency Reporting Office

**DISTRICT OF COLUMBIA FAMILY/MEDICAL LEAVE USE REPORT
FOR THE PERIOD FROM APRIL 1 _____ TO MARCH 31 _____**

REPORTING AGENCY: _____

NAME OF EMPLOYEE: _____

TITLE/SERIES: _____

SOCIAL SECURITY NUMBER: _____

IF LEAVE WITHOUT PAY, CONTINUE HEALTH BENEFITS? ☐ Yes ☐ No HEALTH BENEFITS CODE

TYPE OF LEAVE: ☐ FAMILY LEAVE ☐ MEDICAL LEAVE REASON FOR LEAVE: _____

	A	B	C	D	E	F	G
1. WEEK ENDING DATE							
2. GRADE/STEP							
3. SALARY							
4. HOURLY RATE OF PAY							
5. BEGINNING LEAVE BALANCE <input type="text"/>							
6. REMAINING BALANCE							
7. NUMBER OF HOURS USED							
A. ANNUAL LEAVE							
B. SICK LEAVE							
C. LWOP							
D. PERSONAL LEAVE							
E. COMPENSATORY TIME							
F. LEAVE BANK HOURS							
8. TOTAL HOURS TAKEN THIS PERIOD							
9. HOURLY RATE TIMES NUMBER OF HOURS USED THIS WEEK							
10. AGENCY HEALTH BENEFITS COST							
11. TOTAL COST THIS WEEK							
12. CUMULATIVE COST							

NUMBER OF WEEKS USED FOR THIS ABSENCE

(NUMBER OF HOURS + REGULARLY SCHEDULED TOUR OF DUTY = WEEKS USED.) (FRACTIONAL WEEKS MUST BE INCLUDED.)

NOTE: THIS FORM IS TO BE USED FOR EACH PERIOD OF LEAVE TAKEN. THE PERIOD OF LEAVE MAY BE 1 WEEK, 1 HOUR, 3 WEEKS, ETC.

(Sample on Reverse)

DISTRICT OF COLUMBIA FAMILY/MEDICAL LEAVE USE REPORT
FOR THE PERIOD FROM APRIL 1 91 TO MARCH 31 92

REPORTING AGENCY: SAMPLE
NAME OF EMPLOYEE: _____
TITLE/SERIES: _____
SOCIAL SECURITY NUMBER: _____

IF LEAVE WITHOUT PAY, CONTINUE HEALTH BENEFITS? ☒ Yes ☐ No HEALTH BENEFITS CODE

TYPE OF LEAVE: ☒ FAMILY LEAVE ☐ MEDICAL LEAVE REASON FOR LEAVE: For adoption of child.

	A	B	C	D	E	F	G
1. WEEK ENDING DATE	2/16/91	2/23/91	3/2/91				
2. GRADE/STEP	4/1	4/1	4/1				
3. SALARY	\$15.618	\$15.618	\$15.618				
4. HOURLY RATE OF PAY	\$7.51	\$7.51	\$7.51				
5. BEGINNING LEAVE BALANCE <u>120</u>							
6. REMAINING BALANCE	80	40	0				
7. NUMBER OF HOURS USED :	8						
A. ANNUAL LEAVE							
B. SICK LEAVE							
C. LWOP		40	40				
D. PERSONAL LEAVE							
E. COMPENSATORY TIME	32						
F. LEAVE BANK HOURS	40	40	40				
8. TOTAL HOURS TAKEN THIS PERIOD ..							
9. HOURLY RATE TIMES NUMBER OF HOURS USED THIS WEEK	\$300.40	\$300.40	\$300.40				
10. AGENCY HEALTH BENEFITS COST	\$15.12	\$15.12	\$15.12				
11. TOTAL COST THIS WEEK	\$315.50	\$315.50	\$315.50				
12. CUMULATIVE COST	\$315.50	\$631.12	\$946.60				

NUMBER OF WEEKS USED FOR THIS ABSENCE 3

(NUMBER OF HOURS + REGULARLY SCHEDULED TOUR OF DUTY = WEEKS USED.) (FRACTIONAL WEEKS MUST BE INCLUDED.)

NOTE: THIS FORM IS TO BE USED FOR EACH PERIOD OF LEAVE TAKEN. THE PERIOD OF LEAVE MAY BE 1 WEEK, 1 HOUR, 3 WEEKS, ETC.

AGENCY:

Attachment 4 of DPM Instruction No. 12-5