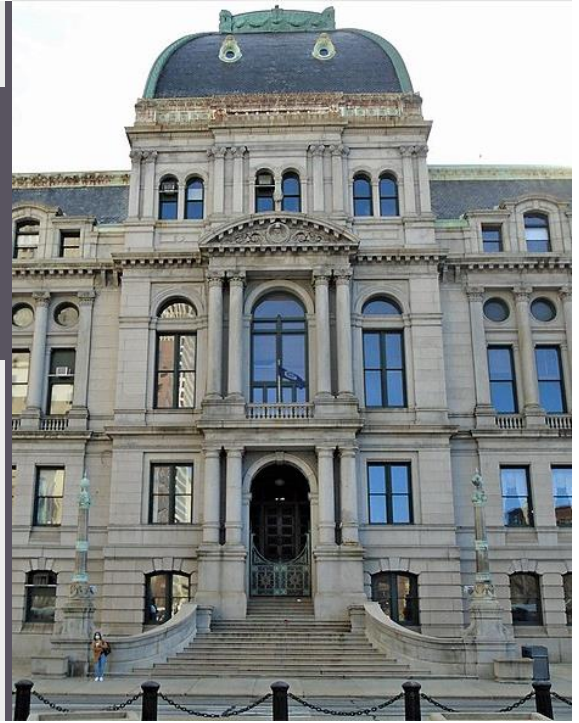


BASICS OF LEAVE OF ABSENCES FOR EMPLOYEES



1

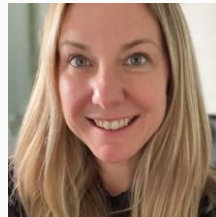
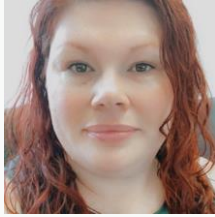
AGENDA

- Leave of Absence Administrators
- How to Request a LOA
- Timelines
- Types of Leaves

Basics of Leave of Absences for Employees: City of Providence







2



hr@providenceri.gov

F: 401-273-9510

 Virginia Oliver
 SR HR Generalist
 voliver@providenceri.gov
 401-680-5616

 Kaleen Dyer
 HR Generalist
 Kadyer@providenceri.gov
 401-680-5616

LOA Administrators

Basics of Leave of Absences for Employees: City of Providence

3

3

City of Providence

REQUESTING A LEAVE OF ABSENCE

The Department of Human Resources administers leave of absence policy for City employees, to include the Family and Medical Leave Act (FMLA), Rhode Island Parental and Family Medical Leave Act (RIPFMLA), and Military Leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). In the event of the need for a leave of absence, the Human Resources team is available to help navigate available leaves of absence and the associated eligibility and certification requirements.

Kaleen Dyer
 Human Resources Generalist
 Leave of Absence Administrator
hr@providenceri.gov
 P: 401-680-5616
 F: 401-273-9510

REQUEST A LEAVE

Before you send any forms, you should request a leave of absence 30 days in advance by emailing us at hr@providenceri.gov or completing a request at this link in QR Code. You will be asked for basic information about your leave request.

QR CODE



NEXT 15 DAYS

You will then have fifteen calendar days with which to return completed documentation for the Leave of Absence Administrator to review.

5 DAYS FROM RECEIPT

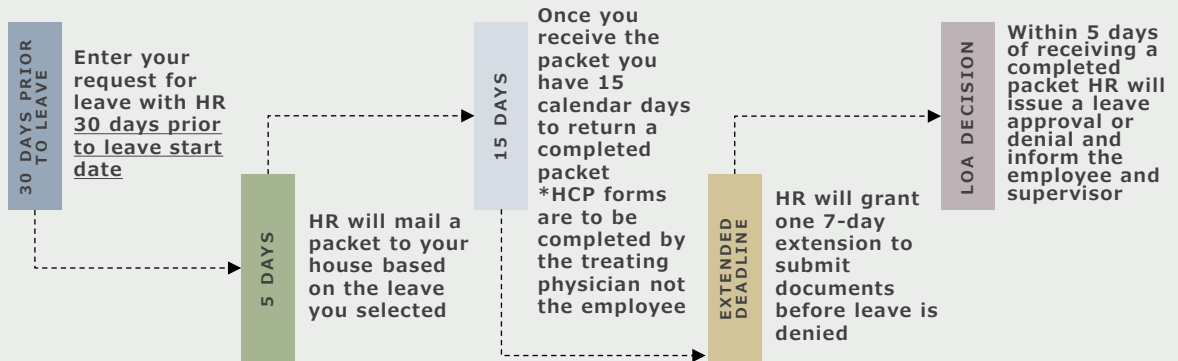
Upon the receipt of complete and sufficient documentation, the Leave of Absence Administrator will notify you of the approval or denial status of your leave within five business days.

WITHIN 2 DAYS

Within two business days, the Leave of Absence Administrator will determine your eligibility for leave and mail you the appropriate certification documentation, also found below.

4

City of Providence Requesting a Leave of Absence Timeline



5



Introduction

The City of Providence administers several leave policies which have different eligibility requirements and certification processes. Some employees may be eligible for multiple leaves of absence which would run concurrently when applicable:

- Family Medical Leave Act (FMLA)
- Rhode Island Parental and Family Medical Leave Act (RIPFMLA)
- Paid Parental Leave (Non-Union)
- Sick Leave Extension (Union)
- Non-Union Sick Bank Leave
- General Leave of Absence
- Military Leave in accordance with USERRA

6

6

Entitlements

Family Medical Leave Act (FMLA)

- The birth of a child or placement of a child for adoption or foster care*.
- To bond with a child (leave must be taken within 1 year of the child's birth or placement).
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Rhode Island Parental and Family Medical Leave Act (RIPFMLA)

- The birth, adoption, or foster placement of a child in their home within 1 year of the qualifying event.
- To care for a family member's serious health condition (Defined as spouse, *qualifying domestic partner, parent, parent-in-law or child).
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- To attend a child's qualifying school activity (*limited to 10 hours in a 12-month period).

Basics of Leave of Absences for
Employees: City of Providence

7

7

Differences/Similarities FMLA/RIPFMLA

Family Medical Leave Act (FMLA)

- Eligibility based on total "worked" hours in a **12-month period** (being **1250 or more**)
- **Doesn't** allow for sibling relationships
- **Doesn't** allow for grandparent relationships
- **Doesn't** allow for parent-in-law relationships
- **Doesn't** allow for qualifying domestic partner
- **Allows** for intermittent leave

Rhode Island Parental and Family Medical Leave Act (RIPFMLA)

- Eligibility based on the **average** total "worked" hours **weekly** over a 12-month **consecutive** period (being **30 hours** or more)
- **Doesn't** allow for sibling relationships
- **Doesn't** allow for grandparent relationships
- **Allows** for parent-in-law relationships
- **Allows** for qualifying domestic partner
- **Doesn't** allow intermittent leave

Basics of Leave of Absences for
Employees: City of Providence

8

8

Paid Parental Leave

Eligibility

- Must be non-union management employee.
- Must be a City employee for 12 consecutive months.
- Must not used any other leave entitlements during the previous 12 months.
- Must be in good standing with an acceptable performance record as determined by the Chief Human Resources Officer (CHRO).

Entitlements

- Approvals for paid parental leave require the employee to discharge all but 2 weeks of paid time off prior to receiving leave with pay.
- Employees must apply for paid leave 30 days in advance of the qualifying event or as soon as it is practical.
- Up to 6 weeks of paid leave to accommodate the birth, adoption, or foster placement of a child in the home.

Notes

- This policy does not cover employees in a temporary position or who are represented by the Laborers' Local 1033, the Fraternal Order of Police, or Local 799 of the International Association of Fire Fighters Unions or teaching unions.
- Incomplete applications will be returned to the employee and leave approval will not be granted until completed.

Basics of Leave of Absences for Employees: City of Providence

9

9

Sick Leave Extension (union)

Eligibility

- Any employee represented by the laborer's local 1033 Union with at least 5 years continuous service,
- Who has a serious illness*
- Subject to Department and CHRO approval.

Entitlements

- Sick leave extensions are granted in 30-day increments not to exceed 90 days.
- Employees are entitled to three 30-day extensions over the course of their employment with the City.

Notes

- Employee will need to complete the Sick Leave Extension form and provide a letter from their treating physician starting the time employee will be out of work.
- An employee approved for sick leave extension after discharge of all accumulated time.

Basics of Leave of Absences for Employees: City of Providence

10

10

Non-union Sick Bank

Eligibility

- Must be experiencing a situation that meets one of the following criteria:
- **Medical emergency**, an acute and unforeseen medical condition of the employee or an immediate family member which requires the absence of the employee from work and which will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

- **Major disaster**, declared by the president under §401 of the Stafford Act, or as a major disaster or emergency declared pursuant to 5 U.S.C. §6391 for federal government agencies. An employee shall be considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to an immediate family member of the employee which requires the employee to be absent from work.

Entitlements

- Non-union Sick bank leave is granted in hour increments not to exceed 210 hours in a rolling 12-month period.

Notes

- Employee will need to complete the Non-union Sick bank form and provide a letter from their treating physician starting the time employee will be out of work.
- An employee approved for Non-union Sick Bank leave extension after discharge of all accumulated time.
- Employees accepting donated time from the City's Sick Leave Bank shall be responsible for any and all tax consequences of such donation and are advised to consult with their tax professional before acceptance.

General Leave of Absence

Eligibility

- Any full-time regular employee may be granted leave, for personal illness, disability or other purposed deemed proper and approved by their Department Director and CHRO.
- Subject to Department and CHRO approval.

Entitlements

- Not to exceed 1 year duration.
- While on leave, the utilization of your accrual balance is required.
- Going unpaid subject to the approval of the Chief Human Resources Officer (CHRO).

Notes

- Except for employees on leave for medical reasons-employees on unpaid leave of any nature will not accrue sick and vacation time after 26 weeks of unpaid leave.
- While on a leave for medical reasons it is mandatory to discharge all accrued sick time.

Military Leave (USERRA)

Eligibility

- Any full-time employees who have been continuously employed for at least 6 months &
- Who by reason of membership in the active reserve forces of the United States or member of RI National Guard with orders for duty.

Entitlements

- Can be paid or unpaid leave.
- Paid 15 days in 1 year.
- Employees requesting more than 15 days of paid military leave must provide proof of military salary to allow for calculations of compensation amounts in accordance with the City Ordinance.

Notes

- Employees must give **written or verbal notice** along with (if available), a **copy of the military orders** to their supervisor and Department of Human Resources **at least 2 weeks prior** to the start date of the military leave of absence.

Basics of Leave of Absences for Employees: City of Providence

13

13

Additional Information

How do I know if I am eligible for the FMLA benefit?

You must have one year of service with the City of Providence and have worked at least 1,250 hours within the previous 12 months.

Is FMLA/ RIFFMLA paid time off?

No, FMLA/RIFFMLA is 12-13 weeks of job protected unpaid leave. While on FMLA you are required to use your Sick time accruals. You can then elect to go unpaid or use your other accruals.

Who is considered an immediate family member?

- Employee's Spouse
- Employee's Children under the age of 18
- Employee's Parents

Who do I need to notify if I am out on approved leave?

When your leave is foreseeable the request should be requested 30 days in advance.

You must notify your supervisor when calling out for FMLA/RIFFMLA or other City leave based on department procedures.

How do I know how much FMLA/ RIFFMLA time I have available?

You can contact the leave of absence administrators or your supervisor for an estimate of time used.

How is FMLA time tracked?

For all locations FMLA time is recorded on a rolling calendar year. This means if your first FMLA day is May 3, then your FMLA calendar year begins on May 3.

How may FMLA leave be taken?

As a continuous block of time up to 12 weeks and/ or intermittently (leave taken in separate blocks of time due to a single qualifying reason) or on a reduced schedule (an agreed upon reduction of an employee's usual number of working hours per week, or hours per workday).

What benefits does FMLA/ RIFFMLA guarantee?

FMLA/ RIFFMLA leave guarantees the continuation of employee's health benefits. You can continue your medical, dental, and life insurance benefits as long as you are paying your portion of your premiums or set up a payment arrangement when you return.

To do this you must contact the benefits office at:

benefits@providenceri.gov P: 401-680-5616, option 2

F: 401-272-0867

When do I have to add my new dependents to my insurance?

Within 30 days or you will not be eligible to make changes to your benefits plan until open enrollment.

Basics of Leave of Absences for Employees: City of Providence

14

14

Additional Information

What other types of leave run concurrent with FMLA?

- Rhode Island Parental and Family Medical Leave Act (RIPFMLA)
- Worker's Compensation Claims
- Other City Leaves per LOA Policy
- Americans with Disabilities Act
- Pregnancy Disability Act
- RI Fair Employment Practice Act

When should I notify my supervisor and HR of my intent to apply for a Leave of Absence?

- You must notify your supervisor immediately if you need to apply for a leave.
- You must contact HR no later than the fourth business day of your absence to apply for a leave of absence.
- If your absence is foreseeable you should apply up to 30 days in advance.

Are FMLA/ RIPFMLA eligibility and approval the same thing?

No, eligibility means you have one year of service and have worked 1,250 hours in that year.

Approval means that you have submitted the completed documentation to HR that meets the federal and/or state guidelines for the requested leave and you have not exhausted all of your FMLA time.

What if I do not contact HR to request FMLA within the first four days of my absence?

Absences not covered under an approved City leave are subject to the Sick Time Abuse Policy. It is the employee's responsibility to make sure all parties are contacted in a timely manner.

Where can I find more information on FMLA?

You can contact the Department of Labor (DOLT) at <https://dlt.ri.gov/> or contact Human Resources.

Beginning the Process

Filing for Leave of Absence is quick and easy. For new claims, Complete the form with the basic information about you and your leave (scan QR Code below).

Human Resources will mail your leave eligibility packet to your home within two to five business days.

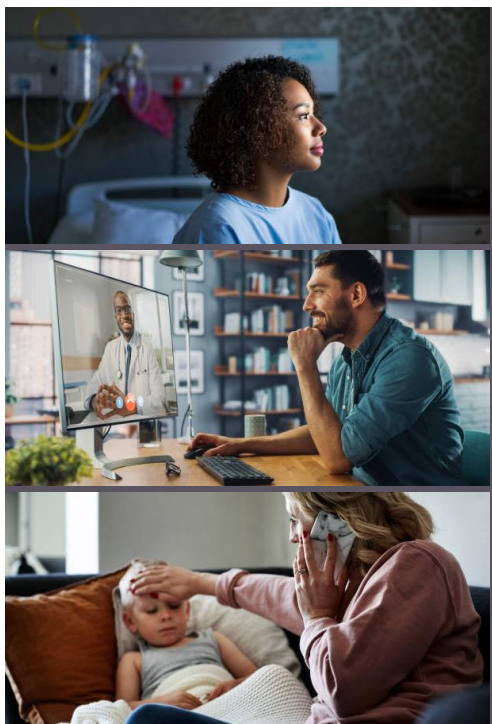
Make sure you have a signed authorization form on file with your doctor. Your doctor will need to complete the medical certification forms, and

you or your doctor must fax the completed documentation to HR at 401-273-9510 within 15 days of your request.

If HR has not received any medical documentation or incomplete information within 15 days from the date you requested leave, you will be given one 7-day extension for missing documents before your leave request is denied.

Upon HR receiving a completed application, HR will send an approval or denial letter within five days. Continue to follow your department's call-in procedures (unless approved for continuous leave).

For more information on types of leaves, eligibility criteria and entitlements; please visit: <https://www.providenceri.gov/hr/employee-leaves/> and review employee educational materials and policies.



Summary

Key take aways:

- Apply for leave 30 days in advance for all for seeable absences.
- The only way to apply for a leave is by completing the form attached to the QR Code included on slide 4.
- Eligibility & entitlement details on all leaves offer by the City.
- Contact information for LOA Administrators.

This information covers the basics of leave of absences. We would like to Highlight the significance of transparency & accessibility for employees familiarizing themselves with the complete leave policies, which can be found here <https://www.providenceri.gov/hr/employee-leaves/>.

Understanding the intricacies of these policies empowers employees to make informed decisions about their leave entitlements, rights, and obligations.

If you have any questions about requesting a leave of absence, or the City's leave of absence policy, the Human Resources team is available to help at hr@providenceri.gov.