

<b>UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL</b>	
Chapter 3 <i>UFA Personnel Policies</i>	Section 6 <i>Family Medical Leave</i>

**Relevant Information:** Employees are provided with the specified 12 weeks of job-protected leave afforded to them by the federal Family and Medical Leave Act (“FMLA”) in the manner prescribed by the U.S. Department of Labor. The designation of FMLA leave, per DOL guidance, must occur upon an eligible employee requesting FMLA leave for a qualifying event or when an employer becomes aware of the qualifying event. The employer may require the employee to use paid leave, such as sick, vacation, and compensatory leave concurrent with FMLA leave before going on unpaid FMLA leave. Such a designation will not impact an employee’s ability to use these other types of leave beyond the time designated as FMLA leave. These other types of employee leave may be utilized and will be governed pursuant to their own respective UFA policies.

**Policy Statement:** It is the policy of the Board that UFA fully comply with the rights, obligations, and procedures prescribed by the federal Family and Medical Leave Act, 29 U.S.C. Section 2601, et. seq., and its implementing regulations.