



Consent Item

RE: Personnel Manual Revision - FMLA

Department/Program:

Recommendation: Accept the proposed change to FMLA policy in order to be in compliance with the new federal mandate required by the Department of Labor.

Explanation:

The US Department of Labor now requires organizations to designate leave as FMLA -qualifying and give notice of the designation to employees, within five business days of determining whether the leave is being taken for a FMLA-qualifying reason. This mandatory assignment of FMLA is regardless of whether an employee has accrued paid leave on the books.

This change necessitates the revision to our policy that is being proposed for your review and approval. City Attorney Jones has reviewed this policy and suggested minor changes that are reflected here.

Submitted By:

Date: