



HR Procedures Memorandum #13 – Family Medical Leave

Procedures Memorandum Approval Date: August 1, 2025

Approved:

Alexander Banks
Alexander Banks VI, City Manager

8/4/2025
Date

Angela K. Clem
Angela K. Clem, Director of Human Resources

8.4.2025
Date

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Expiration Date: N/A

I. PURPOSE

The purpose of this memorandum is to provide procedures for administration of the City's Family and Medical Leave policy, subsection 6.8. This procedural memorandum complies with the minimum requirements of the Family and Medical Leave Act.

II. POLICY

The Family and Medical Leave Act provides eligible employees with job benefits protection for certain types of leave. See City of Harrisonburg Policy 6.8 Family and Medical Leave Act (FMLA).

III. PROCEDURES FOR REQUESTING FMLA LEAVE

Employees requesting FMLA leave must provide verbal or written notification of the need for leave to their supervisor. This information is then forwarded to the Human Resources department. An employee shall give the City 30 days' notice of their need for FMLA leave if the leave is foreseeable. If it is not possible to give 30 days' notice or the need for leave occurs unexpectedly, the employee shall give the City as much advanced notice as possible. To the extent applicable, the Health Insurance Portability and Accountability Act (HIPAA) laws and requirements must be met.

IV. ADMINISTRATION OF FMLA LEAVE

A. Department supervisors are to inform the Human Resources Department immediately upon notice of an employee's absence, or anticipated absence, in excess of three (3) consecutive calendar days or need for intermittent leave due to illness, injury, or care for a family member. Each department shall be responsible for communicating by email to the Human Resources Department the known details of the employee's leave, including the most recent worked day and next scheduled day.

- B. The Human Resources Department will initiate the FMLA process to include notification documentation and request for details regarding the leave to the employee. The employee's supervisor/department may not contact the employee's health care provider or request medical information from the employee, outside of return-to-work status.
- C. City department payroll representative(s) will be notified upon the Human Resources Department's determination of an employee's leave for FMLA eligibility, as well as known leave dates and any applicable work restrictions. It is the responsibility of the department's payroll representative to ensure that information is forwarded to the employee's supervisor.
 - 1. Departments are to inform Human Resources of their ability to accommodate noted work restrictions.
- D. The supervisor of an employee on leave shall liaise with Human Resources to continue communication with the employee, when appropriate, regarding return-to-work status.
- E. Departments are responsible for maintaining attendance records and tracking the amount of Family and Medical Leave used on the Human Resources Department-provided tracking spreadsheet. This information is to be provided to the Human Resources Department each pay period within which FMLA leave is used by the employee.
- F. It is the responsibility of the Human Resources staff to communicate lost time details, including work restrictions, when applicable, with the department. Medical information may not be shared.
- G. It is the responsibility of the Human Resources staff to communicate with the employee regarding the return of requested documentation.
- H. Employees on leave are required to continue to abide by City and departmental policies regarding work absence notifications (i.e. Call-Out).
- I. Employees returning from leave for their own serious health condition, other than absences applicable to an approved intermittent leave for a chronic condition, are required to provide documentation noting their ability to return-to-work from a health care provider prior to their return to work, preferably no less than two (2) working days prior to the date of the intent to return.
- J. Departments shall communicate with Human Resources staff regarding the FMLA and the administration of leave and are to forward all medically related documentation from the employee to Human Resources staff.