

## **City of Waterbury**

### **SERVICE MEMBER FAMILY AND MEDICAL LEAVE**

The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces. This policy supplements our FMLA policy and provides general notice of employee rights for such leave. Except as mentioned below, an employee's rights and obligations to Servicemember FMLA Leave are governed by our existing FMLA policy.

#### **Employee Entitlement to Service member FMLA:**

##### **Leave Entitlement**

Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a covered family member who incurred an injury or illness in the line of duty while on active duty in the armed forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

##### **Duration of Servicemember FMLA**

- When Leave Is Due to A Qualifying Exigency. An eligible employee may take up to 12 workweeks of leave during any 12-month period.
- When Leave Is to Care for an Injured or Ill Service Member. An eligible employee may take up to 12 workweeks of leave during a single 12-month period to care for a servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
- Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

If you have any questions regarding Family Medical Leave, please contact your respective Human Resource Department:

Office of Civil Service Commission  
Human Resources Department  
236 Grand Street, Room 202  
Waterbury, CT 06702  
(203) 574-6761

Department of Education  
Human Resources Department  
236 Grand Street, 3<sup>rd</sup> Floor  
Waterbury, CT 06702  
(203) 574-8217

\*This policy is subject to review and revision as deemed appropriate by the City of Waterbury in conforming with its legal obligations. This policy, and any subsequent revisions thereto, shall be posted on the websites of both the City and Board of Education.