

PAID FAMILY LEAVE

The Franklin County Board of Commissioners strives to recruit and retain highly qualified employees. They offer a variety of paid leave options and benefits in order to make the Franklin County Board of Commissioners a preferred employer.

The Board of Commissioners recognizes the importance of supporting employees as they balance career and family requirements and offer paid family leave to help address this concern.

Paid family leave allows an employee time to provide parental care immediately following the birth or adoption of a minor child.

Paid family leave allows an employee time to care for a qualifying family member who has a serious medical condition.

Eligibility

You must be a full-time employee and have completed one year of employment.

You must have an active FMLA on file for the qualifying event.

Qualifying Events

Birth of Child: Employee must be the birthing parent or someone legally responsible for the child. Includes biological parent, spouse, adoptive parent, domestic partner, or legal guardian of the child.

Adoption: Employee must be the adoptive parent who, via a legal process, has taken a child into their household.

Caregiver Leave: Employee's qualifying family member has a serious health condition as defined in Policy Number: BOC-46.01, Family and Medical Leave Act (FMLA).

Qualifying family members are an employee's spouse, domestic partner, child, spouse or domestic partner's child, or parent.

Paid Family Leave

Benefit

Birth or Adoption

Ten (10) weeks (400 hours per year) paid at 100% for birthing parent, biological parent, spouse, adoptive parent, domestic partner, or legal guardian in the birth or adoption of a child.

Begins on the date of the birth or the date medically determined to be unable to work. For adoption, leave begins the day custody is taken.

Can be used for medical recovery of birthing parent in cases of stillbirth.*

Caregiver

Ten (10) weeks (400 hours per year) paid at 100% for care of a qualifying family member with a serious health condition.

General provisions

May be used in one continuous block of time or other scheduled intervals as indicated on the FMLA designation.

Childbirth, Adoption and Caregiver Leave may be used as indicated on the FMLA designation.

Can use up to ten (10) weeks of paid family leave per calendar year.

Paid family leave may be used over multiple timeframes and for multiple qualifying leave events in a calendar year but cannot exceed a total of ten (10) weeks.

Can use paid family leave one time per qualifying event.

Paid family leave can be used for no more than ten (10) weeks per event. For example, the birth or adoption of a child that arrives in December is eligible for ten (10) weeks of leave even though it may span across two calendar years.

Vacation accrues as normal.

A paid holiday does not count as a paid family leave day.

Paid family leave will run concurrently with FMLA.

Application must be made directly to Human Resources prior to the leave when possible but not later than 30 days from the start of the event. Forms are available in the human resources information system and on the Human Resources website.

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**Board of County Commissioners
Policy Number: BOC-46.04**

Paid family leave hours are not eligible for cash payout, do not carry over year to year, and hours are not eligible for leave donation.

References and Related Comments

** Stillbirth is the loss of a fetus during or following the 20th week of pregnancy.*

Non-bargaining employees who are on approved paid family leave on the effective date of this policy may have their paid family leave extended to ten (10) weeks provided all other eligibility criteria are met.

Bargaining unit employees are governed by the provisions of their collective bargaining agreements.