

FAMILY AND MEDICAL LEAVE

Regular full-time employees and part-time employees with at least 12 months of employment and at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave. Effective January 1, 2026, the applicable 12-month period will be measured forward from the date an employee uses leave under the Family and Medical Leave Act (FMLA).

Leave may be taken for one or more of the following reasons:

- Because of the birth of the employee's son or daughter and in order to care for the child.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the employee's spouse, son, daughter, or parent who is incapacitated due to a "serious health condition."
- Because of a "serious health condition" that makes the employee unable to perform the functions of his or her position.
- Because of any qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

The terms "serious health condition" and "qualifying exigency" shall have the meaning assigned by law.

Any FMLA eligible employee that is absent for 5 consecutively scheduled shifts is required to complete and submit the appropriate FMLA paperwork.

Additionally, an eligible employee is entitled to up to a combined total of 26 weeks of unpaid leave during any single 12-month period to care for a recovering service member who is the employee's spouse, son, daughter, parent or nearest blood relative. This leave includes, and is not in addition to, the 12 weeks of leave referenced above, so that the total leave available under this paragraph does not exceed 26 weeks.

Under this policy, the employee must follow the usual and customary requirements for requesting a leave of absence, including completing a leave of absence request form and giving at least 30 days written notice, where possible. The completed form must indicate why a leave of absence is needed and the anticipated duration of the leave of absence (including starting date and return date).

Leave taken by an employee due to the birth or adoption of a child must be taken within 12 months of the child's date of birth or the adoption placement and cannot be taken on an intermittent or a reduced schedule basis.

Other FMLA leave may be taken on an intermittent or reduced leave schedule, when it is medically necessary, as allowed by the Family Medical Leave Act.

If an employee takes a leave for the serious health condition of the employee, or the employee's spouse, child or parent, the employee will be required to submit a medical certification form (generally within 15 calendar days of the City's request). The City may require a second and third

opinion in certain cases. The employee may also be required to provide reasonable medical documentation or a statement of family relationship to support a request for family leave.

The employee may be required to make periodic reports regarding his or her status and intent to return to work. The City may also require the employee to submit to subsequent recertifications, and if recertifications are requested, the employee must usually provide the recertification within 15 calendar days after the request.

During an FMLA leave, the employee is required to pay the employee's share of premiums to maintain any health benefits under the City's group health plan during the leave. The employee must contact Human Resources to make arrangements to pay the premiums. Failure to pay the premiums as required may result in termination of the employee's, and any dependents', health benefits. If an employee fails to return to work after the expiration of the employee's FMLA leave, the employee may be required to reimburse the City for the portion of the health insurance premiums paid by the City during the employee's FMLA leave.

Although FMLA leave is generally unpaid, the City will require employees to utilize accumulated paid leave (such as vacation and/or sick/personal leave) for FMLA leave, pursuant to applicable law.

In the case of planned medical treatment, the employee must consult with Human Resources and make reasonable efforts to schedule the treatment so as not to disrupt unduly the City's operations. In the case of intermittent or reduced schedule leave for a serious health condition, the employee must advise the City upon request why such leave is medically necessary and of the schedule for treatment. The employee must attempt to work out a schedule which meets the City's needs without unduly disrupting City operations consistent with the advice of the employee's health care provider.

Employees who may qualify for FMLA leave must provide the City with reasonable notice of any changed circumstances which may affect the leave within two (2) business days of the changed circumstances.

Prior to returning from an FMLA leave for the employee's own serious health condition, the employee may be required to submit a release to return to work from an appropriate health care provider. Failure to provide the release may delay the employee's return to work.

Employees returning from an FMLA leave will generally be eligible for reinstatement to an "equivalent position" as defined by law. However, reinstatement may not be granted for "key employees."

An employee requesting a family or medical leave should notify and contact the Human Resources Department for the appropriate forms which need to be completed.