



DIOCESE OF ST. PETERSBURG FAMILY AND MEDICAL LEAVE

October 1, 2022

PURPOSE: The Diocese of St. Petersburg complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave). The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact the Human Resources Department at 727-344-1611.

ELIGIBILITY: To be eligible for leave under this policy, employees must meet all the following requirements:

- Have worked at least twelve (12) months for the diocese.
- Have worked at least 1,250 hours for the diocese over the twelve (12) months preceding the date the leave would commence.

The 12 months of employment do not have to be consecutive.. A leave may be requested for up to twelve weeks during a rolling twelve-month period from the date that a previous leave began.

All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Married couples who are both employed by the diocese will be limited to 12 weeks total between them unless the leave is required for the personal illness of one or both employees or a child, in which case each would be eligible for a 12 week leave period.

REASONS FOR LEAVE: To qualify as Family and Medical Leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or on call to covered active-duty status.
- To care for a covered service member with a serious injury or illness.

Eligibility for leave for the birth, adoption or placement of a foster child expires 12 months from the birth, adoption, or placement of the child.

INTERMITTENT LEAVE: Leave is normally taken in a block of time, however, if medically necessary, employees may take FMLA leave intermittently (periodically when needed over the year), or by reducing their normal weekly or daily work schedule for a qualifying event.

Employees who require intermittent leave or a reduced schedule must try to schedule their leave so that it will not disrupt the department's operations.

If the intermittent leave or the reduced schedule is foreseeable due to planned medical treatment, the diocese may require the employee to transfer to a different position during the period that the intermittent leave or reduced schedule is needed. In order for the transfer to occur, there must be an available position for which the employee is qualified that better accommodates the intermittent leave or reduced schedule.

AMOUNT OF LEAVE: Family and Medical Leave are considered leave without pay; however, employees may use accumulated paid vacation and sick time for any time off to allow continuation of pay.

Employees on Family or Medical Leave will not continue to accrue hours toward pension credited service, vacation time nor sick time while on leave.

STATUS AND BENEFITS DURING LEAVE: The Diocese of St. Petersburg will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the diocese will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must either continue to make monthly payments by mail to their entity or arrange payment upon arrival.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the diocese will require the employee to reimburse the diocese the amount it paid for the employee's health insurance premium during the leave period.

EMPLOYEE NOTICE REQUIREMENT: All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the Human Resource Department/Business Manager.

When the need for the leave is foreseeable, the employee must provide the diocese with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the diocese's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Employees who are requesting the leave for their or a family members health reasons must provide medical certification of the need for the leave and the probable duration of the leave; they must also provide medical documentation of their ability to return to work at the conclusion of the approved leave.

RETURN TO WORK: An employee on FMLA leave is expected to report periodically to the employee's supervisor on his/her or status and intent to return to work and those on leave for a serious health condition will be required to provide medical certification of their ability to return to work.