

# Paid Family Leave Application

Employee name: \_\_\_\_\_ Agency: \_\_\_\_\_

Employee contact info: Work phone \_\_\_\_\_ Work email \_\_\_\_\_

Home phone \_\_\_\_\_ Home email \_\_\_\_\_

## Eligibility

1. Are you a full-time Board of Commissioner Agency employee? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Do you have an approved or pending FMLA on file for a qualifying Paid Family Leave (PFL) reason? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 FMLA Case Number \_\_\_\_\_ OR Date FMLA Submitted \_\_\_\_\_
3. Do you have a qualifying reason for leave? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - A. \_\_\_\_\_ Birth or adoption of a child
  - B. \_\_\_\_\_ Care of: \_\_\_\_\_ spouse \_\_\_\_\_ child \_\_\_\_\_ parent
4. If using Paid Family Leave for care of a family member, will you be the primary caregiver? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please note: If you answer "no" to any of the questions above, you are not eligible for Paid Family Leave at this time.**

## Leave Request

PFL will reflect the approved leave on the corresponding FMLA designation.

5. Indicate the requested start and end dates of your Paid Family Leave:

Start date \_\_\_\_\_ End date \_\_\_\_\_

## Certification and Acknowledgment

Regarding the Paid Family Leave program, I understand the following:

- A. Paid Family Leave can be used for the birth/adoption of a child or the care of a spouse, child, or parent who is experiencing a serious medical condition as defined in the BOC Employee Handbook Policy Number BOC-44.01.
- B. An approved corresponding FMLA must be on file with Human Resources;
- C. Paid Family Leave runs concurrently with FMLA;
- D. Application for participation in the program must be made as soon as practical prior to taking leave but not later than 30 days from the first date of the qualifying event (complete applications will include the FMLA application/designation);
- E. The program can only be used for the specific purposes approved; leave approved under the Paid Family Leave program is not transferable to other events. If the circumstances of the leave change, it is the responsibility of the employee to return to work immediately and/or notify the Department of Human Resources of the change as soon as it occurs;
- F. Paid time off must be used as indicated in the corresponding FMLA designation;
- G. Vacation accrues as normal and holidays are not counted as Paid Family Leave.
- H. Paid Family Leave will be paid at 100% of the current base pay rate of the employee for a period not to exceed eight weeks (320 hours) in a calendar year; unused days/hours do not carry over from year to year and are not available for any cash payout or donation;
- I. Paid Family Leave cannot be used if the employee's position and/or leave reason allows them to do meaningful telework; and
- J. Application for Paid Family Leave does not indicate approval. Notice of outcome will be sent to the employee and the agency within 10 days of verification of a completed application (including FMLA application/designation).

**The information provided in this application is true and accurate.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date