
What is the Paid Family Leave Program?

The Franklin County Board of Commissioners established this program to provide employees up to eight weeks of paid leave to provide parental care immediately following the birth/adoption of a minor child or to care for a covered family member with a serious medical condition.

Why does such a program exist?

The Franklin County Board of Commissioners strive to recruit and retain quality employees. We believe offering a variety of paid leave options and an outstanding benefit plan assists in making Franklin County a preferred employer. The commissioners recognize the importance of supporting employees as they balance career and family requirements. Paid Family Leave allows employees time to provide parental care immediately following the birth/adoption of a minor child or care for a covered family member who has a serious medical condition.

Who is eligible for the Paid Family Leave Program?

Employees who are welcoming a new baby/child into their home or who are caring for a covered family member with a serious medical condition must have an approved FMLA on file with the Department of Human Resources. To qualify for FMLA, an employee must have been employed full-time for a least one year, worked at least 1,250 hours in the previous year, and have available FMLA entitlement (employees are entitled to 480 FMLA hours per FMLA year).

What does “serious medical condition” mean if I am caring for my child, spouse, or parent?

A serious medical condition is an illness or injury that generally requires surgery with a prolonged recovery period, or involves multiple traumatic injuries, or is a serious mental illness, or is life threatening. Examples include heart attack, certain cancer conditions, and organ transplants. Chronic and short-term acute conditions do not qualify.

Can I have more than one Paid Family Leave approval in the same calendar year?

Yes, employees may qualify for more than one Paid Family Leave approval in the same year. For example, an employee may take six weeks to welcome a new baby and two weeks later in the year to care for an ailing parent.

Do I have to take my Paid Family Leave all at the same time?

It can be used in blocks of time or as needed as documented in your FMLA designation. For example, an employee may need to take two weeks off to care for a family member recovering from a serious surgery and then need to transport/care for the family member during chemo treatments several times a week, requiring four hours each time over the next six months. If this is noted on the FMLA designation, Paid Family Leave can be approved.

Is Paid Family Leave in addition to my vacation and sick time?

Yes. Paid Family Leave is in addition to the time you regularly accrue. Paid Family Leave is not transferable, cannot be donated, and cannot be used for a reason other than the reason originally approved. The time cannot be cashed out nor does it carry over to the next year if not used.

Do I have to provide proof I need to take leave?

Yes. We are asking you to provide the documentation requested on the application. Also, HR may contact you for additional clarifying information during the review of your application.

How do I request Paid Family Leave?

Complete the Paid Family Leave application and return it to HR for review via secure fax at 614-525-6273 or email BOC-HR-FMLA@franklincountyohio.gov.

Where can I find the Paid Family Leave Application?

The Paid Family Leave application can be found at the following locations:
KRONOS – Under the Announcements
Franklin County HR website – <https://hr-boc.franklincountyohio.gov/>
Call Human Resources at 614-525-6224 and leave an email address.