DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

District of Columbia Department of Health **Family and Medical Leave Benefits**		**PROCEDURE 540.000** Implementing Office: Office of the Director/Office of Human Resources Training Required: Yes Originally Issued: Revised/Reviewed: 7/31/2026
Approved by: Ayanna Bennett, MD, MSPH, FAAP; Agency Director	**Review by Legal Counsel:** Elaine Block; General Counsel	**Effective Date:** AUG 1 0 2026 **Valid Through Date:** AUG 1 0 2028

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42; Family and Medical Leave Act of 1993 (29 U.S.C. § 2601); DC Family and Medical Leave Act of 1990, as amended (D.C. Official Code § 32-501.01 *et seq.*); Title 6-B DCMR §§1281, 1283-1299; District Personnel Issuance No. 12-57.
II. Reason for the Policy	The District of Columbia Department of Health ("DC Health") is committed to being a supportive employer and promoting a healthy work-life balance. Most DC Health employees are eligible for one or more family and medical leave benefits: Paid Family Leave (PFL), DC Family Leave, DC Medical Leave, and leave under the federal Family and Medical Leave Act ("Federal FMLA"). A protocol is needed to ensure that employees in need of these important benefits receive consistent guidance and timely eligibility determination. A protocol is also necessary to govern leave tracking to ensure that DC Health remains in compliance with all applicable laws and regulations.
III. Applicability	This SOP shall apply to all DC Health employees.
IV. Policy Statement	The District of Columbia Department of Health ("DC Health") manages employee applications for family and medical leave categories through the Office of Human Resources (DC Health HR). This policy ensures uniform department-wide compliance with District rules and applicable federal regulations. All eligible

	employees are granted job-protected, designated time off for valid medical conditions, family care demands, or military exigencies. To safeguard the operational capacities of the department while prioritizing employee work-life balance, DC Health administers four distinct leave types: • DC Family Leave: Entitles eligible personnel to a maximum of 16 weeks of unpaid leave within any 24-month period. • DC Medical Leave: Entitles eligible personnel to a maximum of 16 weeks of unpaid leave within any 24-month period. • Paid Family Leave (PFL): Entitles eligible personnel to receive a maximum of 320 hours of paid leave within any 24-month period. PFL is utilized in 8-hour increments. • Federal FMLA: Entitles eligible personnel to a maximum of 12 workweeks of unpaid leave within any 12-month period.
V. Definitions & Acronyms	**CBA-** Collective Bargaining Agreement **DC Health HR-** DC Health Office of Human Resources **Family member-** (A) A person to whom the employee is related by blood, legal custody, or marriage; (B) A child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility; (C) A person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship; or (D) A foster child. **FMLA-** Family and Medical Leave Act of 1993 **Health care provider-** Any person licensed under federal, state, or District law to provide health care services.

	HRO- Human Resources Officer **OPRS-** Office of Payroll and Retirement Services **PFL-** Paid Family Leave **Qualifying event-** An occurrence that is necessary for an employee to become eligible for a particular leave category. **Serious Health Condition-** A physical or mental illness, injury, or impairment that involves: (A) Inpatient care in a hospital, hospice, or residential health care facility; or (B) Continuing treatment or supervision at home by a health care provider or other competent individual.
VI. Procedures	**Procedure A: Application** 1. **Initial Contact:** The employee must contact DC Health HR's FMLA Coordinator directly to initiate a request. If the employee calls in sick for three or more consecutive workdays, or reports a hospitalization, the supervisor will contact the FMLA Coordinator directly. 2. **File Review:** The FMLA Coordinator reviews the employee's historical file to check for prior family or medical leave usage. 3. **Leave Calculation:** If the employee has previously used leave, the FMLA Coordinator calculates the remaining available leave balance in all applicable categories. 4. **Availability Notification:** The FMLA Coordinator informs the employee of the results of the search, including the exact number of hours still available. 5. **Ineligibility Determination:** If the employee has fully expended available leave and is ineligible to apply for a new period of leave, the FMLA Coordinator provides an ineligibility notice in writing.

	6. **Form Issuance:** If the employee is verified as eligible, the FMLA Coordinator provides the Family and Medical Leave Application Form to employees. 7. **Form Completion:** The employee completes the Family and Medical Leave Application Form, and coordinates with his/her health care provider to obtain a fully signed Certification Form. 8. **Package Submission:** The employee submits both completed signed forms directly to the FMLA Coordinator. 9. **Official Decision:** The FMLA Coordinator issues an official eligibility determination within five business days and notifies the employee of the decision in writing. 10. **Validity Evaluation:** If the FMLA Coordinator doubts the authenticity of the medical documentation, the coordinator denies the application and consults the Office of General Counsel. 11. **Approval Guidance:** Upon approval, the FMLA Coordinator sends written guidance outlining exact time reporting requirements to both the employee and the supervisor. 12. **OPRS Submission:** The FMLA Coordinator submits the finalized approved package to the Office of Payroll and Procurement Services (OPRS). 13. **Supervisor Briefing:** At the request of the supervisor, the FMLA Coordinator schedules a formal meeting with the supervisor to review guidance, instruct on time reporting procedures, and resolve questions. 14. **Record Logging:** The FMLA Coordinator will add the employee's name to the electronic tracking record.

	Procedure B: Leave Tracking 1. **Time Submission:** The employee continues to submit his/her electronic timecard at the end of every standard pay period. 2. **Supervisor Approval:** The supervisor reviews and approves the timecard, directing the employee to correct any identified errors prior to approval. 3. **System Audits:** The FMLA Coordinator runs a system-wide report compiling all family and medical leave codes used during the pay period. 4. **Database Updates:** The FMLA Coordinator will update the electronic tracking record. 5. **Bi-Weekly Updates:** Within five (5) business days following the close of a pay period, the FMLA Coordinator will notify each employee and their supervisor of authorized family and medical leave (all types) expended during that pay period. This notification will include the cumulative leave used during the current period of eligibility and the end date of the period of eligibility. **Procedure C: Application Timelines and Contingencies** 1. **Advance Notice:** Employees must submit completed application materials to the FMLA Coordinator at least thirty (30) days prior to any predictable qualifying event. 2. **Conditional Approvals:** If an employee is unable to secure requisite documentary proof before an urgent qualifying event, the FMLA Coordinator may issue a conditional approval. 3. **Documentation Deadlines:** For any conditionally approved leave, the employee must deliver all remaining finalized documentation to the FMLA Coordinator within four (4) weeks following the qualifying event.

	Procedure D: System Activations and Financial Adjustments 1. **Interim Reporting:** Employees under conditional FMLA status must log absences using accrued sick leave, accrued annual leave, or leave without pay. 2. **Code Activation:** OPRS activates the designated family and medical leave time-reporting codes upon receiving the approved package from the FMLA Coordinator. 3. **Retroactive Substitution:** Once OPRS activates the codes, the FMLA Coordinator retroactively substitutes PFL, DC Family/Medical Leave, or Federal FMLA for the conditional period. 4. **Accrual Reclamations:** Following retroactive adjustments, the FMLA Coordinator restores all personal accrued annual or sick leave hours expended by the employee while under conditional status.
VII. Contacts	Human Resources Officer FMLA Coordinator
VIII. Related Documents, Forms and Tools	Family and Medical Leave Application Form Certification of Health Care Provider for Employee's Serious Health Condition Certification of Health Care Provider for Family Member's Serious Health Condition