

Montgomery County Fire and Rescue Service FIRE CHIEF'S GENERAL ORDER

FCGO: 17-03

April 18, 2017

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TO: All MCFRS Personnel
FROM: Fire Chief Scott E. Goldstein
SUBJECT: 2017 FMLA and Parental Leave Changes



In 2016, the County changed the way employees apply for leave under the Family Medical Leave Act (FMLA) and parental leave (PRL). The next phase involves how FMLA and PRL are recorded on the employees' timecards in Mctime. In addition, the Department is changing how to request FMLA or PRL in Telestaff.

Beginning April 30, 2017:

Oracle: all employees

The process for requesting FMLA or PRL will *not* change. Employees requesting FMLA or PRL should apply in Oracle via the county ePortal; Employee Self Service (ESS). Applications in the Oracle system will generate an automated response to the employee, their supervisor and the Department FMLA/PRL Liaison. It will also result in FMLA and PRL "tracking" hours to be loaded in the employee's Mctime accruals.

Reminder: 1) these hours are for tracking purposes only, and do not constitute an additional bank of paid leave, and 2) when an employee applies for FMLA or PRL, the ability to be able to use FMLA or PRL is tentatively approved pending requisite documentation and validation – normally done in 15 calendar days.

Telestaff Users

Once the Department FMLA/PRL Liaison receives notification that an employee has been tentatively approved for FMLA or PRL, they will turn on special permissions in Telestaff. This will allow the employee to request FMLA or PRL directly in Telestaff similar to the way other leave types are requested.

Employees will select the type of leave they wish to use directly from the drop-down box in Telestaff. Like other leave types, the FMLA or PRL leave will then import into Mctime with no further action needed by the employee or their supervisor.

Employees will no longer request leave related to FMLA or PRL by contacting the Scheduling office.

Mctime Instructions: Telestaff Users

Leave requested correctly in Telestaff should require no further action on the part of either the employee or the supervisor in Mctime. The Work Code selected in Telestaff will import in to Mctime as either 2 or 3 separate lines: one for the pay code/leave type, and the other(s) with the same number of hours as FMLA and/or PRL. Employees who

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wish to change the leave type requested after the import has occurred, should do so via their chain of command. Supervisors can make pay code moves at the employee's request in the usual manner; however, no changes should be made to the FMLA or PRL lines once the import from Telestaff has occurred.

Mctime Instructions: Non-Telestaff users

Employees who wish to use leave in conjunction with FMLA and/or PRL will be required to manually add either one (FMLA only) or two (FMLA w/ PRL) additional lines to their time cards in order to correctly track leave usage related to FMLA and/or PRL. These additional lines and associated codes are for tracking purposes only, and will not cause a reduction in accrual(s) of any earned leave types. Supervisors are permitted to make these additions/changes on behalf of an affected employee.

The example below shows the correct entries for an employee with a 9-hour regular day who works 7 hours, and takes 2 hours of Sick Leave with FMLA.

Add Row	Pay Code	Transfer	Mon 2/13	Tue 2/14
	Hours Worked	<input type="text"/>	<input type="text"/>	7.0
	Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>
	FMLA	<input type="text"/>	<input type="text"/>	2.0
	Sick Leave	<input type="text"/>	<input type="text"/>	2.0
			0.0	11.0

Please refer to the links below for additional information and/or refresher on any component of the FMLA and PRL process:

1. Link to OMS FMLA overview page:
<http://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html>
2. Link to FMLA Application Instructions page:
http://www.montgomerycountymd.gov/HR/Resources/Files/OMS/2017SubmitFMLARequest_Employee.pdf
3. Link to MCFRS ppt tutorial: http://www.montgomerycountymd.gov/frs-ql/resources/files/sws/employeeservices/familyleave/docs/FMLA_PRL_2017.pdf

Questions can be directed to the HR Battalion Chief at 240-777-2484.