



DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MARYLAND

DIRECTIVE

NUMBER: 03-20

DATE: December 17, 2003

TO: All DFRS Personnel

FROM: Chief Tom Carr 

SUBJECT: Parental Leave and/or Family Medical Leave Act

The DFRS Employee Services section is currently working on many exciting projects to make our day to day lives as DFRS employees easier. One such project is the streamlining of Parental Leave (PRL) and Family Medical Leave Act (FMLA) requests.

Effective this date, our procedure for requesting and processing PRL and FMLA is significantly improved. Attached you will find a hard copy the PRL/FMLA Request/Notification Form. Requests and notifications must all be performed electronically. The form must be completed on the DFRS web site under the Employee Services section (<http://www.montgomerycountymd.gov/FireRescue/Quicklinks/>) and sent via the web site. In cases where internet access is unavailable, make telephone contact via your chain-of-command to request PRL/FMLA. The Battalion Chief of Employee Services will respond to your request, and notify your chain-of-command as well as the Scheduling Office as to the disposition after receiving the request.

Attached you will find a sample e-mail response to a FMLA/PRL request.

Also attached, you will find sample time sheets displaying the correct entries made for both PRL and FMLA. It is imperative that time sheets be completed correctly so that personnel are not charged hours against defined maximums that do not apply to their situation. Battalion Chiefs are directed to ensure the correctness of time sheet entries.

Included below are web addresses to sections 19 and 20 of the 2001 Montgomery County Personnel Regulations outlining the provisions of PRL and FMLA:

<http://www.montgomerycountymd.gov/content/ohr/ResourceLibrary/files/MCPR0119.pdf>

<http://www.montgomerycountymd.gov/content/ohr/ResourceLibrary/files/MCPR0120.pdf>

I also refer you to **Articles 8 and 11 of the current Collective Bargaining Agreement** (web address also included below). These resources should answer any questions you may have regarding your rights and the use of PRL and FMLA.

http://www.montgomerycountymd.gov/content/ohr/ResourceLibrary/files/IAFFCBA2002_2005.pdf

Please do not hesitate to contact Employee Services directly if you have any questions regarding this matter.

For Further Information Contact: Captain Gary Cooper (240) 777-2453