



Family Sick Leave (FSL)

Governing Documentation & Definitions

Montgomery County Personnel Regulations (MCPR)

MCPR, Section 17-1

- Defines both sick leave and family sick leave.
- An employee uses sick leave for themselves and uses family sick leave to care for a member of their immediate family.

MCPR, Section 1-32

- Lists the individuals who are part of an employee's immediate family.

MCPR, Section 17-6

- Allows an employee to use approved sick leave that they have accrued to take care of personal illnesses and injuries; medical, dental, or optical appointments, medical quarantine and temporary disabilities. Sick leave can be used for FMLA

Collective Bargaining Agreements

Fraternal Order of Police (FOP)

- FOP Article 19 defines sick leave, the leave year, and accruals of sick leave.
- FOP Article 16 defines parental leave to allow an employee to use up to 720 hours of a combination of leave in a 24-month period.

Montgomery County General Employees Organization (MCGEO)

- MCGEO Article 15 (c) and (d) allow parents of newborns and newly adopted children to take more sick leave than they have accrued in a leave year.
- Immediate family is also defined and can include others if the CAO approves.





Family Sick Leave (FSL)

International Association of Fire Fighters (IAFF)

- IAFF Article 7 defines sick leave and allows an employee to use sick leave to care for members of their immediate family. Again, the immediate family can include others if approved by the CAO.

Using Family Sick Leave: MCPR Overview

- MCPR, Section 17-7 lists the ways that family sick leave can be used. Like sick leave, an employee can use family sick leave when a member of their immediate family is ill, injured or medically quarantined or when their immediate family member has a medical, dental, or optical appointment. Family sick leave can be used when a birth or adoption takes place in the immediate family.
- Employees record leave for **family** sick leave purposes, using the Family Sick Leave paycode and leave is taken from sick leave balance.
- Department managers approve the use of family sick leave.
- An employee who is a parent of a newborn or newly adopted child may use more sick leave than the employee earns in a leave year when sick leave is taken as parental leave under Section 20 of these Regulations.
- The CAO may approve an employee's use of sick leave to care for a person who lives with the employee in the employee's residence if the person is either related to the employee by blood or marriage or has a close association with the employee that is the equivalent of a family relationship.
- MCPR, Section 17-7 (c) The amount of family sick leave that an employee uses in a leave year must not be more than the amount of sick leave the employee earns in a leave year. An employee may request a waiver of this limitation from the CAO.

(This information from HR Live! Event presented on March 18, 2022)





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- MCPR, Section 17-7 (c) The amount of family sick leave that an employee uses in a leave year must not be more than the amount of sick leave the employee earns in a leave year. An employee may request a waiver of this limitation from the CAO.

MCtime: Family Sick Leave – How to Record

Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
<input checked="" type="checkbox"/> Hours Worked				8.0		8.0	8.0	8.0	32.0
<input checked="" type="checkbox"/> Family Sick Leave						4.0			4.0
<input checked="" type="checkbox"/> Family Sick Leave - Unsch...					8.0				8.0
<input checked="" type="checkbox"/> SD7 - Shift Diff 12p-759p				8.0		4.0	8.0	8.0	28.0
<input type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Daily Total				16.0	8.0	16.0	16.0	16.0	72.0

Totals	Accruals	Audits	Historical Corrections
Accrual Code	Accrual Available Balance	Accrual Units	
SICK LEAVE	68.0		Hour
SICK AND SAFE LEAVE	80.0		Hour
RELIGIOUS LEAVE	0.0		Hour

- Use of Family Sick Leave Pay Codes deducts from employee's Sick Leave Accrual Code Balance.
- See: [FMLA & PARENTAL Timekeeping Job Aid](#)

MCtime: Family Sick Leave – Pay Slip Tracking

Use of Family Sick Leave (FSL) Pay Codes

- FSL deducts from Sick Leave Accrual Code Balance.
- FSL is limited per Leave Year, unless used with Parental Leave.
- FSL usage is tracked on employee's pay slip by Leave Year, as a negative amount.
- The amount of family sick leave that an employee uses in a leave year must not be more than the amount of sick leave the employee earns in a leave year.





Family Sick Leave (FSL)

- An employee may request a waiver of this limitation from the CAO (via [Family Sick Leave Waiver Request Form](#)).

Accruals

Description △	Current △	Balance △
Annual Leave	4.62	57.37
Parental Leave	0.00	0.00
Comp Lv Supp	0.00	0.00
FMLA	0.00	0.00
Furlough	0.00	0.00
Comp Time	0.00	0.00
Religious Leave	0.00	0.00
Sick Leave	4.62	49.87
Personal Days	0.00	0.00
Family Sick Leave	0.00	-43.00





Family Sick Leave (FSL)

Family Sick Leave LY Limits

- The amount of family sick leave that an employee uses in a leave year must not be more than the amount of sick leave the employee earns in a leave year (LY). An employee may request a waiver of this limitation from the CAO (via OMS).
- An employee who is a parent of a newborn or newly adopted child may use more sick leave than the employee earns in a leave year when sick leave is taken as parental leave.

Expected Hours	FTE	FSL Max
80	100%	120
84 (POL & FRS)	105%	126
96 (FRS)	120%	144

Expected Hours	FTE	FSL Max
40	50%	60
48	60%	72
56	70%	84
60	75%	90
64	80%	96
70	88%	105
72	90%	108
78	98%	117





Family Sick Leave (FSL)

Manager Review of Family Sick Leave Using Leave Used Genie

Use of Family Sick Leave Pay Codes: manager's responsibility to monitor usage of Family Sick Leave.

- Notify OHR OMS of potential FMLA events
- Review bi-weekly:

Employee Name	Total Family Sick	Total FMLA	Total PARENTAL	PAID PARENTAL	Total MCGEO SLB	Total Donated Sick	Depart. Division	Manager	Job Title	FT-PT Status	Expected PP Hours
...		472.0			513.23		F	80.0
...	2.0	472.0	264.0	240.0			F	80.0
...		472.0	472.0	144.0			F	80.0
...		464.0			624.47		F	80.0
...		456.0					F	80.0
...		449.5	264.0	240.0			F	80.0
...	24.0	441.38				376.13	F	96.0
...		440.0					F	80.0
...		438.13					F	80.0
...		432.0	384.0	240.0			F	80.0
...		420.0			445.33		P	70.0
...		418.0				20.58	F	96.0
...		409.68				56.93	F	96.0
...	30.13	408.0			173.72		F	80.0

Upon Exceeding FSL Leave Year Limit (absent a waiver) Employee may use another personal leave type (Annual, Comp Leave), and:

- **Not** Family Sick Leave
- **Not** Sick Leave
- Comp Leave (cannot be used with FMLA)






Family Sick Leave (FSL)

Family Sick Leave Waiver

FMLA and Family Sick Leave: FMLA kicks in after five workdays or more related to care of a family member. FMLA is processed through OMS.

The employee, or department on behalf of the employee, may request the use of more Family Sick Leave than the limit via the [Family Sick Leave Waiver Request Form](#). All fields are required.



OFFICE OF HUMAN RESOURCES
FAMILY SICK LEAVE WAIVER REQUEST FORM

This form is used to request approval to waive the 120-hour limit on Family Sick Leave (FSL) in the current calendar year.

Employee Name:

Department: Division:

Position/Title:

Supervisor Name: Email:

HR Liaison Name: Email:

Reason for request:

Current Sick Leave Balance: Hours

Start Date of Additional Hours: Anticipated End Date:
(should be within same calendar year)

Employee or Department Signature: Date:

- OMS verifies documentation and forwards to OHR Director.
- OHR Director as the CAO Designee makes final decision.
- Request is sent back to the department, employee, and MCtime with approval or denial determination via online submission

