

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section C: **EMPLOYEE BENEFITS**
No. 13 **Family Medical Leave (FML)**
Revised and Approved: **11/04/2025**

1.0 Purpose:

- 1.1 The purpose of this policy is to outline benefits and procedures relating to qualifying leave available under the Family and Medical Leave Act, as amended.

2.0 Policy:

- 2.1 The City of Grand Prairie recognizes the need of employees to balance workplace demands with family needs and to entitle employees to take reasonable leave for their own serious health condition, for the birth and/or care of a newborn or placement of a child in the employee's home, or for the care of a child, spouse, or parent who has a serious health condition.
- 2.2 Also recognized is the need of employees to take reasonable leave for caring for a covered servicemember with a serious injury or illness incurred in the line of duty on active duty; or because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or called to active duty status in support of a contingency operation.
- 2.3 A serious health condition may result from injury to an employee "on or off the job". FML will run concurrently with a workers' compensation absence when the injury is one that meets the criteria for a serious health condition.
- 2.4 FML runs concurrently with any leave used in accordance with this policy.

3.0 Scope:

- 3.1 All employees, including seasonal and temporary, who have been employed for at least 52 weeks with the City and who have worked at least 1,250 hours in the 12-month period immediately preceding the commencement of leave are entitled to FML.
 - a. The required 52 weeks of employment need not be consecutive but must have occurred within seven (7) years from the most recent hire date, unless the break in service was for fulfillment of the employee's National Guard or Reserve military service obligation.
- 3.2 In calculating the employment requirement, an employee who appears on the City's payroll, whether receiving pay or not, shall have that week counted as "employed."
 - a. The only exceptions are when an employee does not begin to work for the City until after the first working day of the calendar week or terminates prior to the last working day of the calendar week. In these cases, those weeks do not count.
- 3.3 The employee's eligibility is determined from the date leave begins.
- 3.4 Military time is credited as if the employee would have been working.
- 3.5 The 1,250 hours shall be based on actual hours worked in accordance with the Fair Labor Standards Act (FLSA).

4.0 Definitions:

- 4.1 **"Child"** means biological, adopted, foster child, stepchild, legal ward, child to whom the employee is standing in loco parentis, under age 18, or 18 or older and incapable of self-care because of a mental or physical disability.

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- 4.2 **"Continuing Treatment"** by a Health Care Provider for a serious or chronic health condition includes any one or more of the following:
- a. a period of incapacity of more than three (3) consecutive full calendar days; OR
 - b. involves medical treatment two or more times within 30-days of the first day of incapacity, and the first treatment must take place within 7-days of the first day of incapacity; OR
 - c. any subsequent (regimented) treatment relating to the same condition; OR
 - d. any period of incapacity related to pregnancy or for prenatal care; OR
 - e. any period of incapacity due to the treatment of a chronic serious health condition with at least two visits to a health care provider per year; OR
 - f. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; OR
 - g. an absence to receive treatment for a condition which, if not treated, would result in more than three days of incapacity.
- 4.3 **"Health Care Provider"** means any medical or dental provider authorized to practice by the State of Texas to perform within the scope and practice defined by State Law.
- 4.4 **"Incapacity"** means the inability to work, attend school, or perform other regular daily activities due to the treatment of or recovery from a serious health condition.
- 4.5 **"Intermittent Leave"** means leave taken on a reduced schedule and in separate blocks of time due to a single illness or injury. Intermittent leave is available for all FML reasons, except for leave taken for the birth of the employee's child, for placement of a child in the employee's home, or for the adoption of a child. Intermittent leave will only be granted upon receipt of proper medical certification.
- a. **"Tracking Intermittent Leave"** Departments must track FML using the smallest increment of time used for other forms of leave with a maximum increment of one hour for tracking intermittent leave. This is true even if the department normally requires that vacation or sick time be taken in full day increments. Example: If an employee arrives to work a half-hour late due to an FML qualifying condition, then only the amount of leave actually taken by the employee may be counted against FML.
- 4.6 **"Medical Certification"** means a written statement by a health care provider on the appropriate form that identifies an employee's qualification for FML and provides medical facts supporting the need, frequency, and duration of leave.
- 4.7 **"Parent"** means a biological parent requesting FML or a person who stood in loco parentis to the employee (step-parent, foster parent, etc.). This term does not include parent(s)-in-law.
- 4.8 **"Reduced Schedule Leave"** is a leave schedule that, based on medical necessity, reduces an employee's usual working hours per week, or hours per workday.
- 4.9 **"Regimen of Continuing Treatment"** includes, for example, a continuing course of prescription medication or therapy required to resolve or alleviate the serious health condition. Unless complications arise, it does not include treatment that involves the taking of over-the-counter medication, bed rest, drinking fluids, exercise, or other similar activities which can be initiated without a visit to the health care provider.
- 4.10 **"Serious Health Condition"** is an illness, injury, impairment, or physical or mental

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condition that involves in-patient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. Short-term conditions requiring only brief treatment and recovery, even if beyond three (3) days, such as the common cold, flu, earaches, upset stomach, minor ulcers, minor headaches, and dental care, are not considered “serious health conditions” unless serious complications arise.

- 4.11 **"Spouse"** means husband or wife, including common law as defined by Texas State Law. Legal documentation for common-law is required and will be reviewed.
- 4.12 **"Military Family Leave"** applies only to Military Leave.
 - a. **"Covered Servicemember"** are members of the regular Armed Forces, National Guard, or Reserves.
 - b. **"Qualifying Exigency Leave"** applies to members of the National Guard, Reserves, or regular Armed Forces to use for any “qualifying exigency” due to being called to or serving on active duty and only when the deployment call is to a foreign country.
- 4.13 **"Key Employee"** is a salaried FML-eligible employee in the highest paid ten percent of all City employees.
- 4.14 **"Perfect Attendance Awards."** FML counts against such awards, if offered.
- 4.15 **"Limited Duty."** An employee is not on FML while performing limited duty.
- 4.16 **"Waiver of Rights"** An employee may not waive FMLA Rights.
- 4.17 **"Fitness-For-Duty Certifications"** will be required to address an employee’s ability to perform the essential functions of the job upon the employee’s return to work if the employee is out on FML for three (3) consecutive business days or more. If reasonable job safety concerns exist, this will be required before an employee is allowed to return to work.

5.0 General Provisions:

- 5.1 An employee may request FML for any of the following qualifying reasons:
 - a. for the birth and to care for the employee’s newborn child, or placement of a-child with the employee for adoption or foster care (entitlement to FML for birth or placement of a child expires twelve months after such event); OR
 - b. to care for the employee’s child, spouse, or parent with a serious health condition, including physical care and/or psychological comfort as deemed medically necessary by the treating physician; OR
 - c. because of a serious health condition of the employee; OR
 - d. a covered military member serving in the National Guard, Reserves, or regular Armed Forces during deployment to a foreign country to use for “any qualifying exigency” such as: (1) short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee; OR
 - e. to care for a veteran service member discharged or released under honorable conditions during the 5-year period preceding the date the veteran returns home from active duty or undergoes medical treatment for a serious injury or illness incurred in the line of duty while on active duty; or any pre-existing injuries aggravated during duty; or veteran currently undergoing treatment, recuperation or

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- therapy for a serious illness or injury.
- 5.2 FML shall begin on the employee's requested leave start date or the date the supervisor gained knowledge that an employee's absence qualified, even if the employee did not specifically request FML.
- 5.3 An employee may take up to **12 weeks** of FMLA leave, except for Military Caregiver Leave, during any 12-month period based on a "**rolling year**".
- a. This means that for each absence from the workplace that qualifies and is designated as FMLA, the amount of leave taken is subtracted from the 12 weeks of available FMLA leave, and the balance remaining is the amount the employee is entitled to take for the remainder of the 12-month period.
- 5.4 Military Caregiver Leave (also known as Covered Servicemember Leave): An employee may take up to a total of **26 weeks** of FMLA leave during a single 12-month period to care for a covered servicemember with a serious illness, injury, or aggravation of existing or pre-existing injury serious illness or injury incurred in the line of duty on active duty; OR for veterans who severed in the regular Armed Forces or Reserves during the 5-year period preceding the date the veteran undergoes medical treatment, recuperation or therapy. This leave starts on the first day the employee takes leave for this reason and ends 12-months later, regardless of the 12-month "rolling" period established for all other FMLA leave types.
- a. An eligible employee is limited to a **combined** total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." Only 12 of the 26 workweeks may be for a FMLA-qualifying reason other than to care for a covered service member.
- b. Spouses employed by the same employer, are limited to a combined total of 26 weeks in a "single 12-month period" if the leave is to care for a covered service member with a serious injury or illness.
- 5.5 The supervisor shall notify the timekeeper to appropriately record leave taken for FMLA.
- a. For each FMLA leave request, the supervisor should determine the amount of available FMLA leave for the employee based on the 12 or 26-week requirement noted in 5.3 and 5.4 above and any leave taken in the appropriate 12-month period.
- 5.6 The City requires employees to use available leave balances (with the timesheet codes noted) in the following order during FMLA leave:
- a. **For an employee's own qualifying serious health condition:**
- 1) Sick leave (SF)
- 2) Vacation Leave (VF).
- 3) Other Accrued Leave (Holiday (HF), Compensatory Time (CF),
- 4) No-Pay (NF)
- Available sick or vacation accruals which occur, even when such balances were already depleted on a prior pay period, shall be applied upon the next use of leave prior to moving to another pay type.
- b. **For an employee's eligible dependent (child, spouse or parent as defined herein with a qualifying serious health condition), EXCLUDING** a servicemember covered under the military caregiver provision:

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- 1) Employees may take up to 80-hours (120-hours for Fire Shift personnel only) per rolling 12-month period for dependent sick leave in total (FMLA and/or Non-FMLA in any combination of hours)..
 - i) Dependent Sick Leave shall be used first (SFD)
 - ii) Dependent Vacation Leave, (VFD) until exhausted. This leave shall continue to be depleted as it accrues each pay period prior to other leave types being charged for any hours taken.)
 - iii) Return to regular FMLA Sick Leave, (SF). **Note: do not charge SFD (Dependent Leave)** since the employee has already reached their maximum eligible hours in the 12-month period when leave was first taken.
 - iv) Other Leave Accruals available
 - v) No-pay, (NF)
 - 2) For ease in tracking, rolling 12-month use and balances are on Raving Fans intranet and updated each pay period.
- c. **For a covered servicemember under the “Military Caregiver” provision:**
- 1) Sick Leave, (SFM)
 - i) The 80-hour (120 hour for Fire Personnel) total dependent leave maximum (including FMLA and Non-FMLA hours) per rolling 12-month period applies.
 - ii) 80-hour (120-hours for fire personnel who work an average of 56-hours/week) provision for military caregiver is not an additional 80 hours. If they have already utilized 80-hours for dependent leave in the rolling 12-month period, they move immediately into the Vacation time as indicated below.
 - 2) Vacation Leave, (VFM). (Use until exhausted. This leave shall continue to be depleted as it accrues each pay period prior to other leave types being charged for any hours taken.)
 - 3) Return to Sick Leave, (SFM) (until exhausted or FMLA maximum allowed hours has been reached).
 - 4) Other Leave Accruals Available
 - 5) No-pay (NF)
- d. **For qualifying military exigency:**
- 1) Vacation Leave (VF), until exhausted or FMLA eligible time runs out. This leave shall continue to be depleted each pay period as accrued for leave used prior to applying other balances.
 - 2) Other Leave Accruals available (Personal Holiday, etc.)
 - 3) No-Pay (NF)
- 5.7 If a holiday occurs during FMLA Leave:
- a. if the employee takes a full work week of FMLA, and a holiday falls within that full workweek, count the Holiday as FMLA with payroll code → (HF).
 - b. if the employee only claims FMLA for a partial workweek, the holiday does NOT count as FMLA and should be charged as a regular holiday (HO).
- 5.8 FMLA qualifying absences may not be used in any disciplinary action for attendance. However, FMLA does not protect an employee from disciplinary action for failing to comply with other City policies or to meet performance expectations. Employees must

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follow City and departmental policies and provide proper medical certification as required under the FMLA within the timeframes stated.

- 5.9 For spouses employed by the City, federal law limits spouses working for the same employer to a combined total of 12 weeks of leave for certain qualifying reasons. However, the City allows each Director the ability to provide each eligible spouse with additional, unprotected leave (“Additional Leave”) to allow each individual up to twelve weeks leave. This Additional Leave is not covered by FMLA or guaranteed, but may be granted in accordance with subsection (b). Pay for Additional Leave is not guaranteed and is dependent upon available leave balances which shall be applied in the same manner as if the leave was FMLA leave.
- a. FOR EXAMPLE: If a spouse took 6 weeks of leave to care for a healthy, newborn child, each spouse could use an additional 6 weeks due to their own serious health condition or to care for a child with a serious health condition. If, however, a spouse used all twelve weeks of the combined FMLA leave to care for the healthy newborn child, then the other spouse employed by the City would not be entitled to protection under the Act, but may be approved to take Additional Leave to care for the child as well. However, the spouse who did not receive the protection under the Act to care for the newborn WOULD be entitled to his own 12 weeks of FMLA leave for any other qualifying FMLA condition other than for a birth or to care for a sick parent.
 - b. In considering a request for Additional Leave, the factors the Director shall consider include, but are not limited to, the operational impact of the request, the employee’s historical use of leave, and the employee’s leave balances. The Director may require documentation to support the Additional Leave. The Director may rescind previously granted Additional Leave if there is a change in circumstances, including operational impact.

6.0 Employee Requirements For Requesting Leave:

- 6.1 An employee requesting FMLA leave shall complete a City-Wide Leave Request form and provide 30-days notice in advance of the first date the leave is to begin if the leave is foreseeable.
- a. The employee shall complete the FMLA section of that leave form so that the supervisor can determine if FMLA applies to the employee or a dependent of the employee.
 - b. If the FMLA section is unmarked, the supervisor shall return the form to the employee and request completion.
 - c. A supervisor has the right to ask the employee calling in for leave as to the basic reason for leave (flu, headache, bronchitis, etc) and for whom the leave is taken (self, parent or child), so that leave can be noted and charged properly through timekeeping.
- 6.2 If an employee fails to provide a 30-day notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied up to 30 days from the date the employer receives notice of the need for leave.
- 6.3 When leave occurs unexpectedly, the employee shall follow usual and customary call-in procedures to notify the supervisor of the need for leave. The employee shall complete the City Leave Request Form upon return to work, including answering the FMLA section of the form, so the supervisor can properly record the absence on timesheets with the proper codes.

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- 6.4 If a condition initially does not qualify for FMLA leave, but later turns into a qualifying condition, the employee should provide immediate and proper notice of the change in condition and need for or extension of leave. FMLA notices, both verbal and written as appropriate, should be provided from the point the condition qualified under the Act.

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- 6.5 The employee must return the certification form to their supervisor, within 15 days of receipt of the certification request. There are currently four (4) certification forms available depending on the reason for leave:
 - a. Certification – Employee’s Own Serious Health Condition;
 - b. Certification – Family Member’s Serious Health Condition;
 - c. Certification - Qualifying Military Exigency;
 - d. Certification - Military Service member injury or illness
- 6.6 The supervisor should keep certifications and FMLA information received confidential and secure. Only minimal information as needed to share with those for business operations is appropriate. Information regarding employee FMLA reasons for leave should not be openly shared or discussed with those who do not have a need to know in order to protect privacy. This does not prevent the employee from sharing their own information as they are comfortable.
- 6.7 Certification is only required every six months, or for the duration on the most recent medical certification, whichever is less, when intermittent leave is used for the same condition.
- 6.8 During FMLA leave, the employee must contact his/her supervisor during the supervisor’s normal work hours and at intervals communicated. Daily contact may be reasonable for intermittent leave, but may not be appropriate for extended absences. The supervisor should consider what is reasonable based on the duration of leave. A spokesperson for the employee may contact the supervisor if the employee is not able.

7.0 Supervisor Responsibilities

- 7.1 Once the supervisor has knowledge that an employee’s condition may or may not qualify as FMLA, even if not specifically mentioned by the employee, the supervisor is required by law to complete the following within five (5) working days:
 - a. **NON-FMLA Eligible:**
 - 1) ensure the employee completed the **City leave request form** and marked the FMLA section as appropriate;
 - 2) Provide **verbal confirmation** to the employee they are *not* FMLA Eligible; (write this date of verbal notification on the bottom of the Leave Request form in the appropriate location);
 - 3) provide the **Notice of Eligibility, Rights & Responsibilities** to the employee, (coordinate with Human Resources to ensure you properly complete this informing the employee they are *not* FMLA Eligible; AND
 - 4) provide the **Designation Notice** to the employee, informing the employee why they are *not* FMLA Eligible.
 - b. **FMLA Qualifying Leave:**
 - 1) Ensure the employee completed a **City-wide Leave Request form** with the FMLA section properly marked;
 - 2) provide **verbal confirmation** to the employee they are FMLA Eligible (write this date of verbal notification on the bottom of the Leave Request form in the appropriate location);
 - 3) provide the **Notice of Eligibility, Rights & Responsibilities** to the employee, informing the employee, they are FMLA Eligible;
 - 4) provide the **Designation Notice** to the employee, informing the employee

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they are FMLA Eligible; **AND**

- 5) provide the proper Certification Form to the employee.

7.2 EXHAUSTING AND/OR WITHDRAWING FMLA Leave:

- a. The supervisor should track employees on FMLA leave. Once they approach exhaustion of FMLA leave (or if they choose to withdraw a request for leave), the supervisor must within 5-working days:
 - 1) Provide **verbal confirmation** to the employee of FMLA leave exhaustion or withdrawal; **AND**
 - 2) provide the **Designation Notice** informing the employee of the same.

7.3 If a supervisor acquires enough knowledge to determine that an absence qualifies under FMLA, and then fails to provide the oral and written confirmation of leave to the employee under the time frames required by the Act and stated herein, then the FMLA leave shall begin from the point the designation was made by the supervisor and NOT retroactively to the point at which the supervisor acquired the knowledge of the employee's need for leave.

7.4 Notice of Eligibility and Rights & Responsibilities.

It is strongly recommended supervisors contact Human Resources upon completion and **PRIOR** to providing to the employee. This limits future corrections or misinformation being provided and allows consistency across the organization.

At a minimum, supervisors should complete the following by sections:

- a. [Part A – NOTICE OF ELIGIBILITY]
 - 1) employee name, supervisor name, date;
 - 2) date employee informed supervisor (or supervisor became aware) of the need for leave and the leave start date;
 - 3) the reason for leave;
 - 4) whether the leave is FMLA eligible or ineligible;
 - 5) the Human Resources contact name and phone number for FMLA questions, and
 - 6) the location of the FMLA posters in your building.
- b. [Part B – RIGHTS and RESPONSIBILITIES OR TAKING FMLA LEAVE]
 - 1) allow 15 days to return the written certification, if not already received;
 - 2) whether you are or are not enclosing a certification form;
 - 3) that you are requiring use of available leave (it is *not* the employee's choice) as defined in 5.6 herein dependent upon the reason for leave;
 - 4) the frequency you want the employee to contact you,
 - 5) that the City uses a "rolling" 12-month period (for all FMLA reasons except Military caregiver) or the 12-month period looking forward (for Military Caregiver), **AND**
 - 6) Contact HR at 972-237-8069.

7.5 Designation Notice

Supervisors are strongly recommended to contact Human Resources upon completion and **PRIOR to providing to the employee**. This limits future corrections or misinformation being provided and allows consistency across the organization.

The supervisor must complete at a minimum the following sections:

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- a. employee name and date;
 - b. date the most recent information was received from the employee;
 - c. whether FMLA leave is eligible and approved;
 - d. check how the time will be designated (block of time or intermittent),
 - e. the requirement to use paid leave during FMLA leave.
 - f. if applicable, notification that FMLA leave is Not approved, is withdrawn or is exhausted.
- 7.6 A supervisor may retroactively designate FMLA leave after an employee returns to work only in the following instances:
- a. If the employee was absent, but the supervisor was not aware the absence qualified until the employee returned. In this case, the supervisor must, within five (5) business days of the employee's return, provide verbal and written designations retroactively to the date leave began.
 - b. The supervisor is aware of the reason for leave, but has been unable to confirm leave as FMLA qualifying, has requested but not received medical certification, or a second or third medical opinion is in process. A preliminary designation should be provided in writing. Upon receipt of the information confirming FMLA, the preliminary designation becomes final. If medical certification is not received or fails to confirm FMLA eligibility, the supervisor must withdraw the designation.
- 7.7 If leave is taken for an FMLA, but the employee fails to timely notify the supervisor of such through usual and customary call in procedures, the employee may not assert FMLA protection for such absence at a later date.
- 7.8 A copy of the employee's City Leave Request Form, Notice of Eligibility, Rights & Responsibilities and the Designation Notice must be forwarded to Human Resources in a confidential marked envelope by the next pay period.

8.0 Medical Certification:

- 8.1 Medical certification is required within 15 days of an employee's 1st date of requested FMLA leave or supervisor's written request for such documentation, whichever occurs first, to support any claim for FMLA leave. More frequent certification may be required by the City when:
- a. the employee requests an extension of previously certified FMLA leave; or
 - b. the nature or duration of the condition has changed; or
 - c. the City receives information casting doubt on the validity of the original or any subsequent certifications or the employee's condition.
- 8.2 Physician Certification/Re-certification must be thorough and complete. If a supervisor receives an incomplete, insufficient, or questionable certification, he/she should immediately contact Human Resources and provide a copy for review.
- a. Human Resources has 5-business days to specify in writing to the employee what information is lacking and must allow the employee seven (7) calendar days to cure the deficiency.
 - b. Human Resources may contact the employee's health care provider, but may **NOT** ask for any information beyond that required by the certification form. The supervisor is **prohibited** by law from contacting an employee's provider.

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- c. Medical certifications are considered confidential and should be immediately forwarded to Human Resources in a sealed envelope. These will be maintained in the employee's confidential file.
- 8.3 If leave is for the employee's own condition, certification must also include whether the employee can perform work of any kind or limited duty, is unable to perform any one or more of the job's essential functions or must be absent from work for treatment.
- 8.4 If leave is requested to care for a parent, child, or spouse, certification must specifically state what type of assistance is needed by the employee and for how long.

9.0 Employee Status and Benefits During Leave

- 9.1 While on FMLA leave, the employee's group benefits continue as if the employee had continued to work. If the leave becomes unpaid, the employee's portion must be paid by the employee for coverage to continue. If FMLA exhausts and remains unpaid, the employee must pay for the employee and City costs in order to continue benefits.
- 9.2 Payments for group benefits during unpaid leave shall be paid in Human Resources by the first of each month. If payment for group benefits coverage is not received within 30 days after the due date, coverage will be cancelled retroactive to the last date paid through. Coverage will not be reinstated until the employee returns to active status.
- 9.3 Employees who enter a no-pay status on FMLA will no longer accrue vacation, sick, holiday, longevity, or stability during a period of unpaid leave.
- 9.4 If the employee fails to return to work at the conclusion of FMLA leave, the City may require the employee to reimburse the City for the full cost of insurance coverage during the period of unpaid leave. However, the employee will not be asked to reimburse the City if the failure to return to work is for legitimate medical reasons, circumstances beyond the employee's control or the continuation, onset or recurrence of a serious medical condition.
- 9.5 While on FMLA, employees will not be allowed to work secondary jobs or perform any work or activity inconsistent with the need for leave during the continuous leave period until the day of return from leave or a full duty release date is obtained. This includes non-work days for those on shift schedules.

10.0 Returning from Leave:

- 10.1 Any employee who takes leave for FMLA will be restored to the same position held prior to the leave OR to an equivalent position that is virtually identical to the former position in terms of pay, benefits, and working conditions, including privileges, prerequisites and status, as well as similar duties, entailing equivalent skill, effort, responsibility and authority.

11.0 Genetic Non-Discrimination Act:

- 11.1 City of Grand Prairie FMLA record keeping must comply with the confidentiality requirements of HIPAA and GINA (the Genetic Non-Discrimination Act).

12.0 Appendices: FML Forms are located on Ravings Fans > Forms > Human Resources