Important Information About Oakland County's Family and Medical Leave Policy

How is My FMLA Entitlement Calculated?
If you are eligible and your leave qualifies, you have the right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

You and Your Spouse Work for the Same Employer
If you and your spouse work for the same employer (even if employed at different worksites/operating divisions) and are both eligible for FMLA leave, the two of you are limited to a combined total of 12-weeks of FMLA leave during the applicable 12-month period for any combination of leave taken for the following reasons:

- Birth of a child
- Adoption/foster care placement
- Care for a parent with a serious health condition
- Care for a covered servicemember (military caregiver leave)

What if I Need Additional Leave?
If you need an extension of your leave, you should notify Unum. Documentation may be required to support additional leave.

How Do I Notify Unum and My Department of My Return to Work Plans?
If you are able to return to work sooner than your current estimated return to work date, you should notify Unum and your department as soon as practicable.

If your leave is for your own health condition, you may be required to present your employer with a fitness-for-duty certificate as a condition of being restored to employment. Please contact your department for additional information.

If your leave request is for your own serious health condition and there is any need for additional accommodation, please contact your Human Resources Department.

How Should I Report Intermittent Absences to Unum?
If you have an intermittent leave, you must notify Unum within 30 calendar days each time you need to take intermittent leave. Please also notify your department. You and/or your department will enter your FMLA/absence in Workday. Otherwise, your leave under the FMLA and/or State leave law, where applicable, may be delayed/denied.

Do I Need to Use Paid Time Off While on Leave?
You must exhaust your leave banks during any FMLA and/or requested leave.

Any paid time off used will be counted against your available leave under the FMLA. Please review how much paid time off you have available in Workday. If you do not meet the terms and conditions of your employer paid leave program for your leave, your entitlement to take unpaid FMLA will not be affected. After you have exhausted your paid leave, the remainder of your leave will be without pay.

If you are receiving disability benefits, then you must use your leave banks during the initial 7-day elimination period. Once the elimination period has been met you have the option to use your leave banks to supplement your pay.

Will My Benefits Continue While I Am on Leave?
During your leave, Oakland County will continue all healthcare and voluntary benefits. You must pay your share, if any:

- If you are using your leave banks or another paid leave type, your share of the premiums will continue to be paid through payroll deductions.
- During unpaid leave, your benefit contributions will be deducted from future paychecks upon your return. **Please contact your Human Resources - Benefits department at benefits@oakgov.com for more information regarding payment arrangements during your leave.**

Are There Other Types of Leave Available?
For information regarding other types of leaves available through your employer, please contact the Human Resources – Records department at hr-records@oakgov.com.

What If I Need Workplace Assistance to Help Me Perform the Essential Functions of My Occupation?
You may be eligible for workplace assistance accommodations, including additional leave, under the Americans with Disabilities Act (ADA) if it does not create an undue hardship. Please reach out to the Labor Relations department at laborrelations@oakgov.com to inquire about your potential rights under the ADA.