

EXPANDED FAMILY AND MEDICAL LEAVE FOR CHILDCARE

WHEN CAN EXPANDED FAMILY AND MEDICAL LEAVE (FML) FOR CHILDCARE BE USED?

If an employee is unable to work, including unable to telework, the employee must meet **both** of the following criteria in order to be eligible:

1. Employed with the Lexington-Fayette Urban County Government for at least 30 calendar days; and,
2. Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

AN EMPLOYEE WHO HAS EXHAUSTED OR HAS UTILIZED FML FOR CALENDAR YEAR 2020 IS NOT ENTITLED TO AN ADDITIONAL 12 WEEKS OF FML, BUT CAN USE EXPANDED FML IN CONJUNCTION FOR A PERIOD *NOT TO EXCEED* A TOTAL OF 12 WEEKS FOR ALL FML USED. THE EXPANDED FML LEAVE PERIOD IS CALCULATED IN THE SAME MANNER AS PRE-EXISTING FML.

HOW DO EMPLOYEES REQUEST TO USE EXPANDED FAMILY MEDICAL LEAVE (FML) FOR CHILDCARE?

The employee completes the Request for Expanded Family Medical Leave for Childcare Form and sends the document to Human Resources-Benefits for processing. Please fax to 859-258-3956.

WHAT DO EMPLOYEES RECEIVE?

Eligible employees are entitled to the following:

- Up to 12 weeks of Expanded Family and Medical Leave.
 - The first two weeks of leave are unpaid, unless:
 - The employee chooses to use their own personal leave (sick, vacation, holiday, or compensatory time); or,
 - The employee chooses to use up to 80 hours of Emergency Sick Leave at 2/3 of their regular rate of pay, up to \$200 daily.
- Up to 10 more weeks of expanded family and medical leave are paid at 2/3 of the employee's regular rate of pay, up to \$200 daily and \$12,000 total.

PAYROLL COORDINATORS WILL USE A SPREADSHEET TO CALCULATE THE REGULAR RATE OF PAY AND WILL PROVIDE THE CALCULATION TO PAYROLL FOR REVIEW AND APPROVAL.