

DIRECTIVE NUMBER 300-05-15

DATE: November 23, 2015

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Family Medical Leave Act

1.0 Purpose

1.1 The basic protections and rights afforded eligible employees by the Family Medical Leave Act (FMLA) are set out in Federal law. The FMLA further specifies that “a State is a single employer.” Therefore, all State of Kansas agencies will administer the FMLA in a uniform and consistent manner in compliance with Federal law as outlined in the Division of Personnel Services Bulletin No. 09-03. Information concerning FMLA eligibility and other questions may be accessed at <http://www.admin.ks.gov/offices/personnel-services/agency-information/bulletins---personnel>

2.0 Procedures

- 2.1 • Employees who believe a serious health condition may qualify for leave under the FMLA should contact the HR office for information and assistance concerning necessary paperwork.
- 2.2 • If the need to take FMLA leave is foreseeable (such as a scheduled major surgery or the birth of a child), employees are asked to provide at least 30 days’ notice to their supervisor and the HR office.
- 2.3 • If an employee is unable to work for more than three (3) consecutive days and it appears the absence may be FMLA qualifying, the supervisor shall notify the HR office immediately.
- 2.4 • Supervisors shall not make requests for medical certification, doctor’s note or periodic reports. Contact Lacie Worcester at Lacie.Worcester@dol.ks.gov for any necessary requests or information.

3.0 References

3.1 Division of Personnel Services Bulletin No. 09-03

4.0 Inquiries

4.1 Contact Human Resources at 785-296-5000 x2565

5.0 Effective Date

5.1 July 1, 2015

6.0 Revision History

6.1 April 2016

6.2 January 2017

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: 300-04-06, 300-03-12

Expiration Date: Continuous