

Nashville District Human Resources Newsletter "News You Can Use"

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The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or John.G.Restey@lrn02.usace.army.mil.

General News:

IMPORTANT W-2 INFORMATION

Effective September 17, 2003, all current myPay military users and Defense Finance and Accounting Service (DFAS) civilian employees who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic W-2. They may, however, elect to receive a hardcopy W-2. All other Department of Defense (DoD) civilian employees who use myPay may elect to receive an electronic W-2 in lieu of a hardcopy W-2 through the myPay system.

Health and Benefits:

ARE YOU AWARE OF YOUR ENTITLEMENTS AND RESPONSIBILITIES UNDER THE FAMILY MEDICAL LEAVE ACT?

Entitlement: Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- * the birth of a son or daughter of the employee and the care of such son or daughter;
- * the placement of a son or daughter with the employee for adoption or foster care;
- * the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or
- * a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to an employee.

Job Benefits and Protection

- * Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."
- * An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

Advance Notice and Medical Certification

- * An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.
- * An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

USING SICK LEAVE TO CARE FOR A FAMILY MEMBER

Family Sick Leave is a benefit that allows civilian employees to use their own sick leave to care for an ill immediate family member. There are some limits to this kind of leave:

When employees use sick leave for family member care, they may not use more than the amount they earn each year. For full-time employees, that is 13 days or 104 hours. If a full-time employee uses more than five days (40 hours), s/he must have at least 80 hours left to his or her credit after using the first 40 hours. Part-time employees and employees with uncommon tours of duty may also use sick leave for family member care but the amount of sick leave they may use is pro-rated. The agency may not advance sick leave to meet the required balance.

Food For Thought: