

MEMORANDUM

DATE: June 23, 2009
TO: The Board of Supervisors
FROM: Carol M. Luckam, Human Resource Manager
SUBJECT: Revisions to the Family and Medical Leave Act Policy, Chapter 5, Employee Benefits, of the James City County *Personnel Policies and Procedures Manual*

Attached is a resolution to revise Chapter 5, Employee Benefits, of the *Personnel Policies and Procedures Manual* to comply with the Federal Government's revision of the Family and Medical Leave Act of 1993 (FMLA). It updates the policy to add new provisions in the law related to the military, and creates a separate section for FMLA to distinguish that law from the County leave policies. The recommended changes will:

- Provide more clarity by adding definitions and specifics that have been included in the Federal Government's revision; and
- Ensure that the County complies with the new FMLA provisions for leave associated with employees who become caregivers for an eligible family member who sustains an injury while serving in the military, or for employees who have an eligible family member who is in the National Guard or Reserves and is called to active duty in support of a military operation.

Staff recommends adoption of the attached resolution.


Carol M/Luckam

CML/nb
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Attachment