

Administrative Rule, Article III, Section A (5)(b)

b. Paid Family and Medical Leave (PFML)

The City of Columbia is committed to a culture that helps our employees meet the demands of family and employment responsibilities. Therefore, it is our policy to provide up to six (6) weeks of paid family and medical leave (PFML) in a 12-month period to eligible employees as defined below.

Eligibility

To be eligible for Paid Family and Medical leave (PFML), an employee must:

1. Be a permanent employee eligible and approved for FMLA by the City's third-party administrator.

Use of PFML, Rate of Pay and Leave Accruals While on Leave

PFML will be subject to the following general requirements:

1. Eligible employees are entitled to take up to six (6) weeks of PFML in a single 12-month period for an approved qualifying event. The amount of PFML available to an employee is calculated using a rolling 12-month period (backwards).
2. Any PFML taken for the birth/adoption/foster care placement of a child must be completed within one year after the date of birth or placement.
3. Employees will be compensated at the employee's regular, base hourly rate of pay.
4. PFML shall run concurrently with federal FMLA.
5. All eligible accruals including PFML must be used prior to going into non-pay status.

How to Request PFML

If an employee requests leave for a reason that the employee believes qualifies under this policy, the employee must comply with all FMLA procedures and their department time and attendance policy. Failure to comply with the department's absence reporting policies and procedures or to provide documentation or information requested may result in delay or denial of requested time off and/or discipline.

Reinstatement

If an employee timely returns from PFML and used the leave for the stated purpose, the employee will be reinstated to the same position held when leave began, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Before returning to work from continuous PFML for the employee's own serious health condition, the employee is required to submit a City of Columbia Return to Duty Authorization Form completed by their treating health care provider releasing the employee to perform the essential functions of their job. Employees in certain public safety and DOT positions, as defined by department specific rules, are also required to be evaluated by the City's employee medical advisor prior to returning to work.

Prohibitions

The following conduct is strictly prohibited in relation to PFML:

- Engaging in fraud, misrepresentation or providing false information to obtain leave.
- Failure to comply with the employee's obligations in accordance with city policy.
- Failure to timely return from the leave.

Employees who engage in such conduct will be subject to loss of benefits, denial or termination of PFML, and discipline up to and including termination.