

City of Minneapolis
Family and Medical Leave Act Policy
 (Links to [Procedures](#), [Forms](#) and [Resources for Supervisors](#))

Applies to: All eligible employees under the jurisdiction of the Mayor and City Council.

Synopsis: The Family Medical Leave Act (FMLA) provides eligible employees with the right to request up to 12 weeks in any 12 months for the birth of a child or placement of a child with the employee for adoption or foster care, to care for a family member with a serious health condition, for an employee's own serious health condition and when a family member is called up to or on active military service. The FMLA also provides 26 weeks of unpaid leave in a single 12-month period for an employee caring for a family member recovering from an illness or injury suffered while on active military duty. The City will also provide these leave benefits to employees who have registered domestic partners with serious health conditions. The City will provide these leave benefits to employees who have worked 1,044 hours during a 12 month period immediately preceding the requested leave.

Council Approval Date: Pending

Last Revised: June 3, 2008

Links to Regulations: [FMLA](#)

Administering Department: Human Resources

Contact: Perry Palin **Phone:** (612) 673-3521

Purpose and Scope: It is the policy of the City of Minneapolis to provide eligible employees with leaves of absence to attend to family and medical needs. The City intends at all times to comply with federal and state laws regarding family and medical leaves. The City will conform to the Federal Family and Medical Leave Act of 1993 (as amended). The City acknowledges that from time to time situations occur in employees' lives that require time away from work.

The Human Resources Director is directed to develop and maintain procedures for the implementation and ongoing maintenance of this policy.

Roles and Responsibilities

| Role | Responsibility |
|--------------------------|---|
| Managers and Supervisors | <ol style="list-style-type: none"> 1. Understand and comply with all City policies and procedures with respect to granting leaves of absences to eligible employees including qualifying leaves to eligible employees under the Family and Medical Leave Act. 2. Designate all qualifying leaves under the Family and Medical Leave Act for eligible employees under their supervision. |
| Human Resources | <ol style="list-style-type: none"> 1. Develop, implement, manage and update the policy. 2. Establish, manage and modify procedures necessary to carry out and comply with the policy in accordance with applicable laws, City ordinances, policies and rules. |