



Important: FMLA Process Changes Coming January 2017

It has been approximately one year since the County implemented a system that enables employees to submit FMLA leave requests online through Employee Self-Service (ESS). The first phase of this initiative automated the intake process, verification of minimum requirements, and distribution of FMLA-related notices to employees and their supervisors. The second phase of this initiative will integrate the FMLA and MTime systems.

What is happening with the FMLA process?

FMLA hours are being integrated with the County's MTime system for more effective management of FMLA leave.

How will this change to the FMLA process affect employees?

In the current process, employees have access to and can enter FMLA hours in MTime without submitting a request for FMLA leave. In other words, there is nothing preventing the employee from recording FMLA hours in MTime even if s/he has not submitted an FMLA request. In the new process, FMLA hours will only be visible to employees in MTime after submitting an FMLA leave request. If an employee does not have FMLA hours to use, the MTime system will prevent him/her from entering FMLA hours on their timecard.

Additionally, how employees record FMLA hours in MTime is changing. New pay codes will be used in addition to personal leave codes (annual, sick, PTO, Personal Day) or Leave Without Pay (LWOP). The new pay codes are *FMLA* and *PARENTAL*. A detailed job aid on how to record FMLA hours in MTime will be available in January at www.montgomerycountymd.gov/MTime (under the *Resources* tab).

How will FMLA leave be provided to employees?

When an FMLA leave request is entered in Oracle, the employee will be provisioned FMLA hours to use in MTime while the request is being reviewed and processed. These provisioned FMLA hours are conditional upon the request being approved. Please note that until an FMLA leave request is entered into Oracle, the employee will not be able to use FMLA hours on their timecard in MTime.

If the request is approved, the employee's FMLA hours will be adjusted to reflect the number of approved hours. If the request is denied and the employee used any portion of the provisioned FMLA hours in MTime, the employee's supervisor must complete a timecard correction for the FMLA hours used, and the employee will not be able to record FMLA hours in MTime.

When will this change to the FMLA process occur?

The effective date for the new process will coincide with the start of the new leave year (January 8, 2017). Therefore, the first affected pay period is January 8 – 21, 2017. **Employees who are requesting FMLA for the 2017 leave year, and plan to use any FMLA hours during the Jan. 8 -21, 2017 pay period, must submit their FMLA request through ESS during that pay period** (ref. job aid on how to **submit an FMLA request via ESS**).



IMPORTANT: An FMLA request must be entered into Oracle between January 8 and January 21 (and not before January 8) for the hours to be available for use in MTime for the January 8-21, 2017 pay period. If you are unable to enter your request through ESS, you must submit your completed paperwork (including a signed medical certification form) to the FMLA administration office no later than Friday, January 13, 2017 to ensure the provisioned hours are available (see FMLA administration contacts below). Requests received after that time may require a timecard correction to add the FMLA pay code.

Note: Due to year-end processes taking place during this time, FMLA and/or Parental hours will not be visible in MTime to employees until Monday, January 16.

Who can I contact with questions related to FMLA leave?

- **Montgomery County employees:** Contact Occupational Medical Services at 240-777-5137, FMLA.information@montgomerycountymd.gov or visit the FMLA website at www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html.
- **Sheriff's employees:** Contact Christina Calantonio at 240-777-7010 or christina.calantonio@montgomerycountymd.gov.
- **Circuit Court employees:** Contact Court Administration at 240-777-9101 or FMLA@mcccourt.com.

Who can I contact with questions about recording FMLA hours?

If you have questions related to entering FMLA hours in MTime, please contact the MTime team at MTime@montgomerycountymd.gov or visit www.montgomerycountymd.gov/MTime.