



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #20/09

May 4, 2009

TO: Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

SUBJECT: FMLA Reason Code

A handwritten signature in cursive script that reads "Teresa Thienhaus".

Beginning with Pay Period 25 (5/18/09-5/31/09), timesheet entries using Family and Medical Leave Event Codes will also require a reason code. Please note that the system changes will not go into effect until May 29, 2009, so any Pay Period 25 timesheets requiring FMLA codes should not be entered until after this date or they will have to be redone.

The use of the reason code will assist the agencies with tracking leave use for three primary FMLA areas and determining usage based on differing eligibility periods, lengths, and purposes. The reason codes are as follows:

F1 - Basic Family and Medical Leave Usage. This will indicate that the leave usage is for one of the following traditional uses of the FMLA 12-week entitlement:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

F2 - Military Exigency. This will indicate that the leave usage is for the employee to assist a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation with certain qualifying exigencies. Qualifying exigencies may include such things as attending certain military events, arranging

MEMO PERD #20/09

May 4, 2009

Page 2

for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This time counts toward the standard 12-week FMLA entitlement.

F3 – Care for Injured Servicemember. This reason code must be used in conjunction with leave taken to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperations, or therapy; or is in outpatient status; or is on the temporary disability retired list. Employees can take up to 26 weeks of leave in a single 12-month period to care for an injured service member, but typically any FMLA leave taken for other purposes counts against this time.

The reason codes will appear in an additional column on the *FMLA Special Purpose Leave* report in the HR Data Warehouse.

Please ensure all appropriate employees within your agency receive this information. If you have questions regarding the administration of FMLA or accounting for leave time, please do not hesitate to contact Carrie Hughes at cphughes@dop.nv.gov or at (775) 684-0111.

TT:sb