

Appendix A.—Family Leave Programs

	Family Friendly Leave Act http://www.opm.gov/oca/leave/html/sickfam.htm	Expanded Use of Sick Leave http://www.opm.gov/oca/compmemo/2000/2000-8.htm	Leave Transfer Program http://www.opm.gov/oca/leave/html/vltpregs.htm	Family Medical Leave Act http://www.opm.gov/oca/leave/html/fmlafac2.htm
Definition of a Family Member	Spouse and parents thereof; children, including adopted children, thereof; parents; brothers and sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is equivalent of a family relationship.			Spouse, son, daughter, or parent.
Maximum Amount of Leave That Can Be Used	To provide short-term care of a family member as a result of physical or mental illness, injury, pregnancy, child birth or medical, dental, or optical examinations or treatment, or to make arrangements for and attend the funeral of a family member, a fulltime employee can use up to 104hours of sick leave in a leave year. Available leave for part-time employees is prorated.	To provide long-term care for a serious health condition such as cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, childbirth, etc., a fulltime employee may use up to 480 hours of sick leave in a leave year. The amount of leave available to a part-time employee is prorated based on the number of hours in the employee's scheduled tour of duty. (Any leave used for the short-term care described under the Family Friendly Leave column would be included in the 480 hours total entitlement.)	No limit on donations received of annual leave. An employee must exhaust his other annual and sick leave before using donated leave. However, the donated annual leave may be used only for the purpose of the medical or family emergency for which the leave recipient was approved. A leave donor may donate no more than one-half the amount of leave he/she would accrue that leave year, unless in a use/lose situation.	Basic entitlement is 480 hours of unpaid leave. However, to provide care of a family member, an employee can substitute up to 480 hours of sick or annual leave, leave share, or a combination of all of the above in a 12 month period. Use of sick leave for all family care purposes is limited to 480 hours in a leave year. If an employee uses the 480 hours of sick leave under the expanded sick leave rules, they would also be eligible to use an additional 480 hours of annual leave, leave share, LWOP, or a combination of all of the above in a 12-month period (not leave year) for those family members listed under FMLA only.
Required Documentation	For short-term care, an OPM-71, Request for Leave or Approved Absence, is required for absences in excess of 3 workdays (or for less than 3 days at supervisor's discretion). Medical certification may be required for absences in excess of 3 workdays.	For long-term care, an OPM-71 and medical certification (form WH-380) are required for all instances. Medical certification must be submitted within 15 days.	Employees must submit OPM-630, Leave Recipient Application Under the Voluntary Leave Transfer Program accompanied by medical certification. Donated AL may be substituted retroactively for periods of LWOP.	An employee must "invoke" their entitlement to use FMLA by completing an OPM-71 for all instances. Medical certification (WH-380) is also required for all instances, in order to document the "serious health condition." For the care of a healthy newborn, sick leave is not appropriate and no medical documentation is necessary.
Pay Code Used	FFI for care of a family member FFF for funeral purposes	FFI for care of a family member	LS1 for Self LS3 for Family	FFI for sick leave (for serious family health condition) AFF for annual leave LSF for leave share 10F for LWOP