

Expanded FMLA Job Aid

Description: Expanded FMLA may be requested if an employee is unable to work, including telework, due to the need to care for a son or daughter under 18 if the child's school or place of care has been closed, or child care provider is unavailable, due to a public health emergency.

Eligibility: Employed for 30 calendar days. State/ Regular, Contractual and Temporary employees

Entitled to 12 weeks of leave: If an employee has taken some, but not all, 12 weeks of leave under *any* FMLA during the current 12-month period, the employee may take the remaining portion of leave available for the Expanded FMLA.

***Required Forms: Forms are available for completion prior to approval on:**

<https://dbm.maryland.gov/employees/Documents/Expanded%20FMLA%20Request%20Form.pdf>

The forms will be kept as a record of the request, the approval and the use of Expanded FMLA and are required before use. No Expanded FMLA will be approved without all required information. These will allow HR to track and process these transactions accurately. It is important to use these forms appropriately to *avoid payroll errors*.

- First 10 days unpaid (2 weeks) - Paid > Expanded FMLA Part A (Pay or Leave)
Expanded FMLA: May be taken as a continuous event or intermittent, however, this LOA event must be used for continuous only (see intermittent instruction below). The employee may use their own paid leave (annual, personal or compensatory) or Emergency Paid Sick Leave (EPSL). If the employee elects, the first 10 days may be taken unpaid.
- Timesheet entries must be completed, submitted and approved to complete this process.
 - All time must be accurately coded on the timesheet. Accrued leave (annual, personal or compensatory) will be paid at 100%; EPSL will be paid at 2/3 regular pay, and leave without pay should be coded as such and will be unpaid.

Place Worker on Leave
Angela

Last Day of Work: 06 / 02 / 2020
First Day of Leave: 06 / 03 / 2020
Estimated Last Day of Leave: 06 / 16 / 2020

This leave event should be used for the first 2 weeks of the employee's time off.

Leave Type: Paid
 Paid > Bone Marrow Donation
 Paid > Disaster Service
 Paid > Expanded FMLA Part A (No Pay or Leave)
 Paid > Expanded FMLA Part B (2/3 pay, no leave)
 Paid > FMLA (Use Paid Leave)
 Paid > FMLA for Service Member (Use Paid Leave)
 Paid > Intermittent Time Off Approval Range

Supporting Documents
enter your comment

Submit Save for Later Cancel

➤ Important Notes:

Expanded FMLA Job Aid

- Part A is calculated as part of Expanded FMLA entitlement along with any previous use of regular FMLA.
- Part B may not be used until the leave event for Part A has been closed and the 10 day period has been coded on the employee's timesheet with leave (accrued, unpaid, or EPSL) appropriately.

Use of Expanded FMLA Part B – Continuous

- Up to 10 weeks paid 2/3 salary - Paid > Expanded FMLA Part B (2/3 pay, use Expanded FMLA (use with LOA) Time Off): All of the employees own available leave (annual, personal and compensatory) must be exhausted prior to the use of un-acrued expanded FMLA leave of absence, paid at 2/3rds the employee's regular rate of pay.
 - The employee's own accrued leave will be paid at 100% the regular rate, but must be exhausted each pay period prior to any use of the Expanded FMLA.
 - All use of the employee's own leave will still be counted against the entitlement of Expanded FMLA.
 - State Holidays are paid at 100% of the employee's regular earnings rate, and will count against the Expanded FMLA entitlement, when used as continuous.

Place Worker on Leave
Angela Actions

Last Day of Work: 06 / 16 / 2020

First Day of Leave: * 06 / 17 / 2020

Estimated Last Day of Leave: * 07 / 15 / 2020

Leave Type: * Search

- Paid
- Paid > Bone Marrow Donation
- Paid > Disaster Service
- Paid > Expanded FMLA Part A (No Pay or Leave)
- Paid > Expanded FMLA Part B (2/3 pay, use Expanded FMLA (use with LOA) Time Off)
- Paid > FMLA (Use Paid Leave)
- Paid > FMLA for Service

> Supporting Documents

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Wed, 6/24

1 item

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity
	x Annual Leave (Timesheet)	x FMLA	08:00 AM	04:00 PM		8

Expanded FMLA Job Aid

- Once the employee's leave has been exhausted, the timesheet must be coded using Time Off code **Expanded FMLA Part B (use with LOA) (Timesheet)**; *using this timesheet code will not cause a double deduction from the FMLA entitlement balance.*
 - This code will pay the employee at 2/3 regular pay rate.
 - If the timesheet is left blank, the employee will not be paid
 - Each day for the pay period must be entered with the appropriate use of leave or Expanded FMLA to complete the pay period.
 - All of the employee's leave will be paid at 100% of the employee's regular earnings.
 - Do not use the Expanded FMLA Part B – Intermittent time offs with the Expanded FMLA Part B Leave of Absence; this will cause the double deduction of the entitlement.

▼ Thu, 6/25

1 item

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity
⊖	Expanded FMLA Part B (use with LOA) (Timesheet)		08:00 AM	04:00 PM		8

Expanded FMLA Job Aid

Use of Expanded FMLA Part B - Intermittent

➤ Important Notes:

- Part B may not be used until the Expanded FMLA Part A has been exhausted and the leave event for Part A has been closed with the 10 day period coded on the employee's timesheet with leave (accrued, unpaid, or EPSL) appropriately.
- The employee's own accrued leave (annual, personal, and compensatory) will be paid at 100% the regular rate, but must be exhausted each pay period prior to any use of the Expanded FMLA.
- Timesheets must be coded, saved, submitted and approved for the employee to be paid.

If intermittent use of Expanded FMLA (Part B) is elected, use the LOA event entitled **Paid>Intermittent Time Off Approval Range** and the Time Off code **Expanded FMLA Part B – Intermittent (Timesheet)** on the timesheet

Place Worker on Leave
Angela [redacted] [Actions](#)

Last Day of Work: 06 / 16 / 2020

First Day of Leave: * 06 / 17 / 2020

Estimated Last Day of Leave: * 09 / 30 / 2020

Leave Type: * **Paid**

- Paid > Expanded FMLA Part B (2/3 pay, no leave)
- Paid > FMLA (Use Paid Leave)
- Paid > FMLA for Service Member (Use Paid Leave)
- Paid > Intermittent Time Off Approval Range
- Paid > IWIF Approved Accident
- Paid > Military
- Paid > Organ Donation
- Paid > Public Health

> Supporting Documents

enter your comment

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Expanded FMLA Job Aid

▼ Fri, 6/26

2 items

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity
⊖	Expanded FMLA Part B - Intermittent (Timesheet)		08:00 AM	01:00 PM		5
⊖	Exempts: Regular		02:00 PM	05:00 PM	Meal	3

Report to track just Expanded FMLA: **SPMS Workers On Expanded FMLA Leave**