

ULSTER COUNTY PERSONNEL DEPARTMENT
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PATRICK K. RYAN
County Executive

KEVIN M. ROACH
*Benefits Administrator/FMLA
Coordinator*



DAWN SPADER
Personnel Director

JAMES FARINA
Director of Employee Relations

APRIL RODMAN
Administrator, Civil Service & Personnel

MEMORANDUM

TO: **EMPLOYEE**
FROM: Kevin M. Roach
DATE: **DATE**
RE: Family Medical Leave Act

It has been brought to my attention that you have not been in attendance at your job for at least the past three works days. Please note the following:

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. The County of Ulster requires all Employees to adhere to the specifications of this Act. FMLA rules apply to serious medical conditions of either an employee or family member as defined by the regulations.

The Federal FMLA rules require employees to notify their employer as soon as the employee believes there may be an absence which meets the FMLA criteria. Ulster County rules require all accrued leave time must be used in conjunction with all FMLA leaves, except for maternity leaves, for which the use of accrued time is voluntary, and worker's compensation. FMLA applies to all disability leaves. The FMLA 12-month period begins the first day of FMLA related absence. All leaves which meet the stipulations of FMLA will be considered FMLA leaves at the discretion of the County, even if an employee does not complete the required forms. The County may also retroactively apply all FMLA rules to non-declared leaves. Failure to comply with the rules and to submit the proper paperwork could result in a denial of the FMLA benefits, which include the continuation of health insurance benefits by continuing payment of the employee's usual contribution, as mentioned above, as well as the liberalization of the rules of use of accrued time.

Employees should contact their designated Department FMLA Representative immediately upon suspecting FMLA leave may be necessary.

I am the FMLA Coordinator and may be contacted at (845) 340-3545 or kroa@co.ulster.ny.us

All pertinent forms are also available on the Personnel Department webpage.

Ulster County Website: www.ulstercountyny.gov