

TO: Local Health Department Director
Local Health Department Personnel Staff

FROM: Ron Horseman
Administrative Branch Manager
Local Health Personnel Branch

DATE: September 4, 2009

RE: Adoption and use of sick leave credit

According to the federal FMLA regulations, an eligible employee may be entitled for FMLA leave “Because of the placement of a son or daughter with the employee for adoption or foster care.” Under our current merit regulations, an LHD employee would not be permitted to utilize any accumulated sick leave credit for this purpose.

After soliciting clarification from the state Personnel Cabinet on this issue, Local Health Personnel has made a determination to allow “adoption or foster care placement” as an acceptable use of sick leave credit, with proper documentation.

LHD employees will continue to be responsible for following the administrative regulations and established agency policy regarding proper notice and the use of their sick leave credit.

Please be sure that the information regarding this additional allowance of sick leave is made known to all LHD employees and added to your agency policy and/or handbooks. LHP is in the process of revisions to the administrative regulations, and this information will be added to the ‘Leave Provisions’ regulation when we submit our changes to LRC.

As always, if you have any questions or need additional clarification on this, please feel free to contact the Local Health Personnel Branch.

Thank you!

RH/ECC/ecc
Local Health Personnel