

HUMAN RESOURCES

Leave and Leaves of Absence

Family Medical Leave

This regulation supersedes Regulation 4835.3.

I. PURPOSE

To provide the procedures by which family medical leave shall be granted in compliance with the Family and Medical Leave Act (FMLA) of 1993, as amended. In the event of any inconsistency between this regulation and the FMLA, the FMLA shall govern. Should there be conflicting provisions in other Fairfax County Public Schools (FCPS) regulations regarding leave, this regulation shall take precedence.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section III. clarifies exigencies to qualify for FMLA leave.
- B. Section III. defines health care providers.
- C. Section IV. adds the eligibility requirement of 1,250 hours worked in the year prior.
- D. Section V.A. adds and defines "continuing treatment."
- E. Section V.A. defines when an employee must meet with a health care provider.
- F. Section V.A. adds "annual" to 12-week entitlement and "sick leave" for a serious health condition.
- G. Section V.B. adds the restriction that FMLA may begin not more than 10 days prior to an adoption or placement of a child.
- H. Section V.C. includes qualifications for caring for a child over 18 years of age and the word "annual" to 12-week family medical leave entitlement.
- I. Section V.D. defines "next of kin" and "covered service member."
- J. Section V.E. has been added to define management of exigencies.
- K. Section V.F. adds the care of a parent.
- L. Section V.G. has been added to define intermittent or reduced leave.
- M. Section VI.A. clarifies the procedure for an emergency family medical leave request.

- N. Section VI.B. clarifies the information needed to approve the FMLA request.
- O. Section VI.D. adds the wording “within 15 days.”
- P. Section VI.E. clarifies the forms needed.
- Q. Section VI.G. replaces “the employer” with “the school system.”
- R. Section VI.G. clarifies when a recertification may be requested.
- S. Section VI.H. has been added in its entirety.
- T. Section VI.I. has been added in its entirety.
- U. Section VII. has been added in its entirety.
- V. Section VIII. clarifies the designation of leave as family medical leave.

III. DESCRIPTION

Family medical leave is leave with pay (using accrued sick or annual leave balances) or leave without pay granted for an eligible employee's serious health condition; the birth or adoption of a child or the placement of a foster child; the care of a spouse, child, or parent with a serious health condition; the care of a seriously ill or injured active duty U.S. service member of whom the eligible employee is the spouse, child, parent, or next of kin (as defined by the Department of Defense); or the management of personal affairs (otherwise known as exigencies) while the spouse, child, parent, or next of kin of the National Guard or Reserves is on active duty in support of a contingency operation. Exigencies qualifying for FMLA leave are: a) short-notice deployment; b) military events and related activities; c) child care and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) postdeployment activities; and h) other activities if agreed upon by the school system and the employee.

For most types of FMLA leave, an eligible employee is entitled to a maximum of 12 weeks of family medical leave during a 12-month period designated as a family medical leave year. A family medical leave year begins on the first day family medical leave is taken, and the next leave year begins the first time family medical leave is taken after completion of any previous family medical leave year. If the leave is to care for a seriously ill or injured service member, however, an eligible employee is entitled to a maximum of 26 weeks of family medical leave during a single 12-month period.

Family medical leave entitlement may not be carried over from one family medical leave year to another. Eligible employees, regardless of percent of employment, are entitled to 12 weeks of family medical leave during each family medical leave year once the eligibility requirements have been met. Eligible employees are limited to one medical leave year in which they are entitled to a maximum of 26 weeks of family medical leave to care for a seriously ill or injured service member, once eligibility requirements have been met. Leave to care for a seriously ill or injured service member may be coupled with leave for other reasons identified in this regulation but may not exceed a maximum of 26 weeks in the single family medical leave year.

An approved paid leave of absence for short-term disability, workers' compensation, child care, qualifying hardship, medical reasons, and an employee's absence for family medical reasons shall be designated as family medical leave if it qualifies under this regulation.

For the purposes of this regulation, a health care provider is a medical doctor, another professional authorized by the state to diagnose and treat physical or mental conditions, a nurse practitioner, a midwife, a social worker or physician's assistant authorized by the state, a Christian Science practitioner, a provider accepted by the school system's medical plans, or, in certain instances, a foreign provider.

IV. ELIGIBILITY

Full-time employees who have been actively employed for a total of 12 months are eligible for family medical leave if they worked 1,250 hours in the year prior to the start of the leave. Less-than-full-time employees who have been actively employed for the previous 12 months and who have worked at least 50 percent of the authorized or contract hours for that position (20 hours per week for most noninstructional positions and 15 hours per week for food service personnel) and have worked 1,250 hours in the prior year are eligible for family medical leave. Temporary employees not otherwise eligible for benefits but who have worked 1,250 hours during the previous 12 months are eligible for family medical leave.

V. CONDITIONS

Subject to the restrictions in this regulation, family medical leave shall be provided to eligible employees for one or more of the qualifying occurrences described in sections A. through G. below.

A. Serious Health Condition of the Employee

Family medical leave is provided for an employee's serious health condition that requires inpatient care or continuing treatment by a health care provider. "Continuing treatment" means (1) at least three consecutive days of incapacity plus two instances of treatment within 30 days of the initial incapacity or one treatment plus a continuing regimen of treatment; (2) any period of incapacity related to pregnancy or prenatal care; (3) any period of incapacity or treatment for a chronic serious health condition requiring periodic treatment or long-term condition; or (4) any period of incapacity for multiple treatments for restorative surgery or for a condition that would result in incapacity for three consecutive days if not treated.

An employee must meet with a health care provider within seven days of the first day of incapacity, and at least twice a year if the health condition is a chronic condition requiring periodic treatment.

An employee on family medical leave due to his or her own serious health condition must use accrued sick leave benefits if eligible. Upon the expiration of all accrued sick leave, a 12-month employee may elect to use accrued annual leave. After the employee has used all accrued sick leave—and accrued annual leave if elected by a 12-month employee—the remainder of the family medical leave shall be taken as

unpaid leave. All leave taken during family medical leave, whether paid or unpaid, shall count toward the employee's annual 12-week entitlement. Family medical leave based on the serious health condition of the employee may be taken on an intermittent or reduced leave schedule when medically necessary except as restricted in section V.G.

When an employee receives sick leave for a serious health condition, FMLA will run concurrently with the sick leave.

B. Birth or Adoption of a Child or Placement of a Foster Child

Family medical leave is provided for the birth or adoption of a child or the placement of a foster child. An employee on family medical leave due to the birth or adoption of a child or the placement of a foster child may elect to use accrued sick leave during some or all of the family medical leave 12-week period. An employee may use sick leave for the birth of a child for any periods in which she may be eligible. The employee's option to elect paid or unpaid leave is provided only for child care leave. A 12-month employee may use accrued sick leave and/or accrued annual leave, during some or all of the family medical leave period. If the employee either exhausts all accrued sick and/or annual leave or elects not to use such paid leave, the remainder of the family medical leave shall be taken as unpaid leave. All leave taken during family medical leave, paid or unpaid, shall count toward the employee's 12-week entitlement. Granting of leave for pregnancy is based on individual medical needs, and benefits are available under the STD program; however, STD will not be paid for adoption or placement of a child.

Leave taken due to the birth or adoption of a child or the placement of a foster child may not be taken intermittently or on a reduced leave schedule. Family medical leave for a particular child expires at the end of the 12-month period beginning on the date of birth or adoption of a child or the date of placement of a foster child, and any such family medical leave for that child must be concluded within this one-year period.

If an absence from work is required for the adoption or placement of a child to proceed, the employee's FMLA leave may begin before the adoption or placement date, but no more than 10 working days prior to the placement date.

C. Care of a Child, Spouse, or Parent With a Serious Health Condition (nonmilitary service related)

Family medical leave may be used for care of a child, parent, or spouse with a serious health condition (nonmilitary service related). This includes care of a biological, adopted, or foster child; a child who is living with the employee and is treated as a son or daughter; a child with a disability (including a child over 18 whose documented and verified disability renders him or her incapable of self-care); a person who treated the employee as a son or daughter when the employee was under the age of 18 years; and a legal or common-law spouse.

An employee on leave due to a serious health condition of a child, spouse, or parent must use sick leave during a family medical leave, and 12-month employees may elect to use accrued annual leave upon the expiration of all sick leave benefits.

After the employee has used all accrued sick leave and annual leave if applicable and elected, the remainder of the family medical leave shall be taken as unpaid leave. All leave taken, whether paid or unpaid, shall count toward the employee's annual 12-week family medical leave entitlement. Leave taken due to the care of a sick child, spouse, or parent may be taken intermittently or on a reduced-leave schedule except as restricted in section V.G.

D. Care of a Seriously Ill or Injured Service Member

Family medical leave may be used for care of a seriously ill or injured covered U.S. service member of whom the eligible employee is the spouse, child, parent, or next of kin (blood relative with legal custody of service member, sibling, grandparent, aunt or uncle, first cousin, or other blood relative designated in writing by the service member). Documentation of family relationship may be required. A covered service member includes a member of the National Guard, Reserves, or Armed Forces or such an individual on temporary disability retirement list, but does not include former members or those on permanent disability list. A serious injury or illness is defined as one incurred in the line of active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating and for which the member is receiving medical treatment, recuperation, or therapy .

E. Management of Exigencies (for National Guard and Reserves)

An employee may use family medical leave to handle qualifying exigencies arising from the active duty of a family member (spouse, child, or parent) in the National Guard or Reserves if the active duty is in support of a contingency operation. Qualifying exigencies are defined as activities related to: a) short-notice deployment; b) military events and related activities; c) child care and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) postdeployment activities; and h) additional activities agreed upon by the school system and the employee.

1. short notice deployment—leave of seven calendar days beginning on the day the military member is notified of an impending call or order to active duty if the service member is notified of a call or order to active duty seven or fewer days prior to the date of deployment.
2. military events or related activities—to attend any official military ceremony, program, or event related to the call to active duty and to attend support or assistance programs and informational briefings sponsored by the military, one of its service organizations, or the American Red Cross.
3. child care or school activities—to arrange for alternative child care for a biological, adopted, or foster child, a stepchild, or a legal ward of a covered military member, or a child for whom the covered member stands in *loco parentis*, if the child is either under age 18 or aged 18 or older and incapable of self-care; to provide child care on an urgent immediate-need basis; to enroll in or transfer a child to a new school or day care facility staff when due to circumstances arising from the active military duty or to attend meetings with staff at a school or daycare facility when such meetings are necessary due to circumstances of the active duty.

4. financial and legal arrangements—(i.) to make or update financial or legal arrangements to address the service member's absence, such as powers of attorney; bank account signature authority; enrolling in the Defense Enrollment Eligibility Reporting System; obtaining military identification cards; or preparing or updating a will or living trust; or (ii.) to act as the service member's representative before a federal, state, or local agency to obtain, arrange, or appeal military service benefits while the service member is on active duty and for a period of 90 days following the termination of active duty status.
5. counseling—to attend counseling (provided by someone other than a health care provider) for the employee, the covered service member, or his or her child, if the need for counseling is due to the active duty.
6. rest and recuperation—to spend time with a covered service member who is on short-term, temporary rest and recuperation leave during the period of deployment.
7. postdeployment activities—to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for 90 days following the termination of the active duty, and to address issues that arise from the death of a covered service member while on active duty, such as meeting and recovering the body and making funeral arrangements.
8. additional activities—to address other events that arise out of the active duty or call to active duty if the employer and employee agree that the leave qualifies as an exigency and agree to the timing and duration of the leave.

The school system will request certification regarding the exigency, including copies of active duty orders, dates of leave, and facts regarding the exigency, and completion of form G. (HR-149).

F. Rules When Husband and Wife Are Both Employees

If the husband and wife are both employees of the school system, and if both are otherwise eligible, they are entitled to an annual total of 12 weeks of family medical leave each due to the birth or adoption of a child, the placement of a foster child, or the care of a parent with a serious health condition. They are also entitled annually to 12 weeks each (less any time taken for the birth or adoption of a child, the placement of a foster child, or the care of a parent) for their own serious personal illness, or for the care of a sick child or spouse.

However, if the husband and wife are both employees of the school system, the two employees are entitled to a combined total of 26 weeks of family medical leave due to the care of a seriously ill or injured active duty U.S. service member of whom the eligible employee is the spouse, child, parent, or next of kin.

G. Intermittent or Reduced Leave

1. Definition—intermittent leave is FMLA leave taken in separate blocks of time due

to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or workday. This regulation refers to both as intermittent leave.

2. Types of intermittent leave—employees may take intermittent leave for their own serious health condition or that of a parent, child, or covered service member if there is a medical need for the leave, and that leave can best be accommodated by an intermittent schedule. Intermittent leave also can be taken for qualifying exigencies.
3. Scheduling—an employee needing intermittent leave must make a reasonable effort to schedule treatment so as not to disrupt school system operations. The smallest permissible increment of intermittent leave is 15 minutes. When it is physically impossible for an employee to begin or end work midway through the shift (as in the case of a bus driver for example) then the entire period the employee is absent will count against the employee's FMLA entitlement.
4. Transfer—if the intermittent leave is foreseeable, the school system may require the employee to transfer temporarily to an available alternate position that better accommodates the recurring leave, if the employee is qualified for such position.
5. Instructional employees—as defined by the Family Medical Leave Act, an instructional employee is a teacher, but not an instructional assistant, a curriculum specialist, a counselor, or another administrator or specialist. Such instructional employee who requests intermittent leave or leave on a reduced leave schedule to care for a family member or for his or her own serious health condition, which would require the employee to be absent more than 20 percent of the workdays during the leave, may be required to transfer temporarily to an alternative position or to take leave for a specified period or periods.

Also, in order to minimize disruption to instruction, an instructional employee may be restricted in his or her ability to return from family medical leave within three weeks of the end of a semester (second or fourth grading period designated in the annual school calendar provided in Notice 4421). All such end-of-semester instances must be approved by the principal or program manager.

VI. APPLICATION AND MEDICAL CERTIFICATION

- A. An employee's written request for family medical leave must be received by the Office of Benefit Services, Disability and Leaves Section, Department of Human Resources, at least 30 calendar days prior to the effective date of the leave. In case of an emergency or when the need for leave is not foreseeable, the Office of Benefit Services, Disability and Leaves Section, Department of Human Resources, may authorize leave with fewer than 30 days notice. In such a case, the request shall be made as soon as possible, generally the same day or the next business day. The request shall explain the nature of the emergency and why notice could not be provided. In either case, the employee, or his or her designee, shall provide a copy of the request to the program manager for signature prior to forwarding to the Office of Benefit Services, Disability and Leaves Section, Department of Human Resources.

- B. The written request shall state the date the leave begins; the date leave without pay begins, if applicable; the expected ending date; how the leave shall be taken; and the reason for the request. The employee shall provide enough information about the serious health condition for the school system to determine that the leave is FMLA-qualifying. This information shall be provided on a copy of form A, Request for Foreseeable Family Medical Leave (HR-126). The employee or the employee's designee shall provide a copy to the program manager for signature prior to forwarding to the Office of Benefit Services, Disability and Leaves Section, Department of Human Resources. If form A is not signed by the program manager, form A will be returned, and approval of the leave will be delayed.
- C. When family medical leave is requested due to the birth or adoption of a child or the placement of a foster child, the employee shall also be required to provide verification of the expected delivery date or date of adoption or placement. When the date of birth, adoption, or placement occurs earlier or later than anticipated, the employee should submit a revised request. In the case of adoption, employees may also be required to provide verification of the actual date of legal transfer.
- D. In the case of family medical leave due to the employee's serious health condition, the employee or his or her designee shall be required to provide a statement from a health care provider, within 15 days, at the employee's expense, confirming that a leave from employment is necessary and containing a diagnosis of the employee's illness, the date upon which it commenced and its likely duration, the nature of the prescribed treatment, and a statement from the health care provider that the employee is unable to perform the functions of his or her position. This information must be provided on a copy of form D, Certification of Health Care Provider (HR-146). If form D is not submitted at the same time as form A, the Disability and Leaves Section will send the employee form B and form D.
- E. In the case of leave due to a sick child, spouse, parent, or covered service member, the employee must provide a statement from a health care provider containing a diagnosis of the family member's illness, the date upon which it commenced and its likely duration, the nature of the prescribed treatment, and a statement from a health care provider that the employee is needed to care for the individual. This information shall be provided on a copy of form E or F, Certification of Health Care Provider for Family Member's Serious Health condition (HR-147) or Certification for Serious Injury or Illness of covered service member for Military Family Leave (HR-148). If form D, E, or F is not submitted at the same time as form A, the Disability and Leaves Section will send the employee form B and form D, E, or F (whichever form is applicable based on the information on form A).
- F. If there is reason to question the validity of a medical certification, an employee may be required to obtain a second opinion, at the school system's expense, from a provider selected by the school system. Any dispute between the two opinions shall be resolved by the opinion of a third jointly selected provider paid for by the school system. The opinion of the third provider shall be binding on both parties.
- G. An employee may be required to obtain recertification by the health care provider at his or her own expense. An employee must obtain recertification within 15 calendar days after the request is made by the school system.

During an absence for pregnancy or for chronic or permanent or long-term conditions in which the employee is under the continuing supervision of a health care provider, the school system will not request recertification more frequently than every 30 days, nor will the school system request recertification during a period of approved intermittent or reduced schedule leave, except in the following circumstances: (1) the employee requests an extension of the original leave period; (2) the circumstances of the original leave have changed (e.g., the duration or nature of the illness has changed or there are complications); or (3) the school system receives information that casts doubt upon the continuing validity of the certification.

If the original certification defines the duration of the illness as more than 30 days, the school system will not ask for recertification before the end of the leave period or 6 months, except in circumstances described in (1)-(3) above.

- H. Second opinions and recertifications will not be required for leaves to care for a seriously ill service member.
- I. In addition to these application and notification requirements, employees must comply with their workplace's normal call-in procedures for absences and leave requests. If the employee does not comply, and there are no unusual circumstances justifying that failure, leave may be delayed or denied.

VII. SCHOOL SYSTEM NOTICES TO EMPLOYEES

The school system will notify employees of their FMLA rights by this notice, information on the Department of Human Resources intranet page, and by the FMLA rights summary provided in open season materials. In addition, when an employee applies for FMLA leave, the school system will provide the eligibility notice, rights and responsibilities notice, and designation notice required by law.

VIII. DESIGNATION OF LEAVE AS FAMILY MEDICAL LEAVE

The school system shall designate qualifying leave, paid or unpaid, as family medical leave (and count it against the employee's annual entitlement) even if the employee does not specifically request family medical leave. The decision to designate leave as family medical leave shall be based only on information received from the employee or the employee's designee (e.g., if the employee is incapacitated, the employee's spouse, adult child, parent, doctor, etc., may provide information).

The school system shall designate leave as family medical leave within five business days of receiving sufficient information to determine if the leave is FMLA qualifying, unless extenuating circumstances require a longer period. In order to designate leave as FMLA, the principal or program manager shall complete form C, Notice to Designate Authorized Employee Absences as Family Medical Leave (HR-128) and forward the form to the employee. A copy of form C shall also be forwarded to the Office of Benefit Services, Disability and Leaves Section. The school system's initial notice to the employee that leave has been designated may be communicated orally or in writing. If the initial notice is oral, the employee shall also receive written documentation of the oral notification within the time limits of this regulation.

Retroactive designation—The school system may retroactively designate leave as FMLA, with notice to the employee, but only if the retroactive designation does not cause harm to the employee.

If leave taken for a family medical reason has not been designated as family medical leave by the school system, and the employee intends that the leave should have been counted as family medical leave, the employee must notify the school system within two workdays of returning to work that the leave was for a family medical reason.

IX. RESPONSIBILITIES OF PRINCIPALS AND PROGRAM MANAGERS

Principals and other program managers shall inform employees about the contents of the regulation on family medical leave and shall include a reference to the regulation in the employee handbook.

Managers having leave approval authority shall be responsible to designate paid or unpaid leave as family medical leave in a timely manner as described in section VIII. of this regulation.

Questions about the administration of family medical leave should be addressed to the Department of Human Resources, Disability and Leaves Section.

X. BENEFITS

Benefits for the purpose of this section include health and dental insurance, life insurance, long-term disability insurance, flexible spending accounts (FSAs), and retirement credits.

Employees already entitled to these benefits may continue them during a family medical leave, as described below. Employees not already entitled to these benefits, such as temporary employees, shall not be entitled to them during family medical leave.

A. Health and Dental Insurance

Employees may continue their health and dental insurance coverage for the duration of the family medical leave. During a paid leave, there is no change in the procedure used by employees to pay for health and dental insurance coverage. If in an unpaid status during this period of time, the employee must submit, directly to the Office of Payroll Management, Insurance Accounting Section, a check for the amount of the employee's portion of the health and dental insurance premiums in order to receive coverage. Employees who fail to submit payment within 30 days after a premium is due may lose health and dental insurance coverage.

B. Life and Long-Term Disability Insurance

Employees may also continue coverage under the life insurance and long-term disability insurance programs sponsored by the school system. The employee shall be responsible for the entire premium amount (both the employer and employee portions) in order to continue this coverage while in an unpaid status.

C. Flexible Spending Accounts

Taking unpaid leave may be considered a "change in family status." Therefore, an employee enrolled in either the health care reimbursement or dependent care accounts may request a change in his or her deduction amounts in accordance with the rules governing this program.

Employees may also continue FSA participation while on FMLA status. During a paid leave, there is no change in the procedure used by employees to participate. If in an unpaid status during this period of time, the employee may continue to make contributions to a flexible spending account with after-tax dollars by submitting personal checks directly to the Office of Payroll Management, Insurance Accounting Section. Employees who do not continue in the flexible spending accounts program while in an unpaid status under the Family Medical Leave Act shall be ineligible to file for reimbursement for any expenses incurred during the leave period.

D. Retirement Service Credit

The following rules apply regarding the retirement plans in which Fairfax County Public Schools employees participate.

1. The Educational Employees' Supplementary Retirement System of Fairfax County (ERFC) and the Virginia Retirement System (VRS).

Employees participating in the ERFC or the VRS shall not earn retirement service credit for any periods of unpaid leave in which the leave period represents the entire monthly pay period.

Employees may be eligible to purchase service credit in the ERFC or the VRS for the period of family medical leave if they satisfy the purchase of service credit requirements of that system.

2. Fairfax County Employees' Retirement System (FCERS).

Employees participating in the FCERS shall not receive retirement service credit for any periods of unpaid leave.

E. Additional Information on Benefits

1. Benefit coverage shall be canceled for any employee who fails to make the appropriate premium payments within a 30-day grace period for those benefits that he or she is eligible to continue while on unpaid leave. While uncovered, employees become responsible for any incurred claims. Upon return from family medical leave, all the employee's benefits shall be reinstated.
2. Employees who are granted paid intermittent family medical leave shall have all benefit coverage continued if their paychecks for the pay periods involved are sufficient to withhold the appropriate employee deductions. Otherwise, the employee must remit payment for the appropriate premium amounts in order to maintain coverage.
3. Employees who fail to return to work with Fairfax County Public Schools following the expiration of the unpaid leave period shall have all benefits

terminated effective the last day of the month for which premiums were received. These employees shall be obligated to reimburse the school system for the cost of health and dental premiums paid on their behalf while in an unpaid status unless they qualify for an exemption under the Family Medical Leave Act.

Such employees, however, shall be eligible to continue health and dental insurance coverage under COBRA from the point at which they notify the school system that they will not be returning to employment. When an employee whose coverage has already terminated during family medical leave due to the employee's failure to make the required premium payments fails to return to work, the employee shall have no entitlement to continued health and dental insurance coverage under COBRA.

4. During any unpaid period of family medical leave, employees cease accruing sick leave or annual leave benefits.

XI. RETURNING FROM LEAVE

An employee shall return to the position vacated or, with the approval of the Office of Benefit Services, Disability and Leaves Section, Department of Human Resources, to another position in the same class or active assignment.

An employee who does not plan to return to work shall notify the Department of Human Resources as soon as the decision is made but no later than at the expiration of the leave. Failure to return to work with Fairfax County Public Schools without giving notice at the expiration of the leave without good cause may result in an unsatisfactory service separation.

Legal reference: Family and Medical Leave Act of 1993 and Regulations, as amended;
National Defense Authorization Act for Fiscal Year 2008

See also the current version of: Notice 4421, Traditional School Calendar
Notice 4421, Modified School Calendar
Regulation 4819, Sick Leave