



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Policy*

**Title: FAMILY MEDICAL LEAVE ACT (FMLA)**

Number: LCC-84

Cancels: Section 28,  
Family/Medical Leave  
Policy, Policies and  
Practices Employee  
Manual dated  
September 7, 1999

Approved: 02/17/09

**I. OBJECTIVE**

It is the policy of the Lake County Board of County Commissioners (the County) to comply with the U.S. Department of Labor, Family and Medical Leave Act (FMLA) and regulations. The County is committed to ensuring that all “eligible employees” are granted up to twelve (12) workweeks (480 hours) of job protected leave during a 12-month period for any FMLA qualifying reason.

In addition, eligible employees may be granted up to a total of twenty-six (26) workweeks (including up to 12 weeks for any other FMLA qualifying reason) in a single 12 month period to care for a covered service member with a serious injury or illness.

**II. DEFINITIONS AND REFERENCES**

- A. The Family and Medical Leave Act of 1993 (FMLA) Code of Federal Regulations Title 29, Part 825
- B. Eligible employee: The term "eligible employee" means an employee who has been employed with the Lake County Board of County Commissioners (County) at least 12 months or fifty-two (52) weeks which need not be continuous and worked at least 1,250 hours during the previous 12-month period.
- C. Job protected leave: The term “job protected leave” means that upon an employee’s return from FMLA leave, he/she will be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment.

**III. DIRECTIVES**

To qualify as FMLA leave under this policy, the eligible employee must be taking leave for one of the following reasons:

- A. The birth of a son or daughter of the employee and in order to care for such son or daughter.
- B. The placement of a son or daughter with the employee for adoption or foster care.
- C. The serious health condition (as defined by the FMLA Regulations) of the employee that makes him/her unable to perform the functions of his/her job.
- D. The employee is needed to care for a family member (spouse, child, or parent) with a serious health condition (as defined by the FMLA Regulations).
- E. A qualifying exigency (as defined by the FMLA Regulations) arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

The County Manager shall establish procedures to implement this policy.

**IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.

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Welton G. Cadwell  
Chairman, Board of County Commissioners  
Lake County