

# Questions and Answers (Q & As)

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**Q1 What is Paid Family Leave (PFL) Program?**

A1 The PFL program provides eligible District government employees up to eight (8) workweeks of paid family leave within a twelve (12) month period for the birth or placement of a child with an employee or to care for a family member.

**Q2 Who is eligible to take advantage of the PFL program?**

A2 District government employees who accrue annual or universal leave and experience a “qualifying event.”

**Q3 Can an employee be denied PFL?**

A3 Yes. If an employee does not meet the qualifying events for the PFL, he or she fails to provide the necessary supporting documentation, or the employee has used eight (8) workweeks of PFL that commenced in the last 12 months, he or she can be denied.

**Q4 What is the authority for the PFL program?**

A4 “Government Family Leave Program Amendment Act of 2014” - Subtitle F, *Government Family Leave Program*, of Title I of D.C. Act 20-0377, the Fiscal Year 2015 Budget Support Emergency Act of 2014 (Act).

**Q5 When can employees start using the PFL?**

A5 Beginning October 1, 2014.

**Q6 Are there any employees who are not eligible to take advantage of the PFL program?**

A6 Yes. Employees who do not accrue annual leave are not eligible to take advantage of the PFL program. For example, an employee under a When Actually Employed (WAE) appointment who does not accrue leave is not eligible to benefit from program

**Q7 Will the use of leave under PFL program impact my annual or sick leave accrual or my pay?**

A7 No. The use of leave under PFL program will not impact your annual or sick leave accrual or your pay.

**Q8 If I am a probationary employee can I take advantage of PFL program?**

A8 Yes. Provided you meet the other requirements of program, probationary employees are eligible for paid family leave. However, your probationary period shall be extended by the duration of leave used under program.

**Q9 What is a “qualifying event” under the PFL?**

A9 Qualifying events include: (1) the birth of a child of the employee; (2) the legal placement of a child with the employee (such as through adoption, guardianship, or foster care); (3) the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities; and (4) the care of an employee’s family member who has a serious health condition.

**Q10 Who maintains the records for employees relating to PFL program?**

A10 Your employing agency’s Family and Medical Leave Coordinator (FMLA Coordinator) is required to maintain all records and documentation received from employees within their agency relating to PFL program.

**Q11 How do I apply?**

- A11 Until such time as an electronic mechanism is in place to track and maintain PFL-related materials, you must submit a hard copy request for PFL and any supporting documentation to your designated FMLA Coordinator. You can obtain a copy of the request for PFL form from your agency FMLA Coordinator and on DCHR's website at [www.dchr.dc.gov](http://www.dchr.dc.gov) under the "Forms" link.
- Q12 Does an eligible employee have to use the eight (8) workweeks of paid family leave consecutively or can he or she use the leave intermittently?**
- A12 An eligible employee can utilize the leave consecutively or intermittently. However, the leave must be used in no less than one-day increments.
- Q13 If I am qualified for both PFL and DCFMLA or federal FMLA, can I use them consecutively?**
- A13 Yes. If an employee qualifies for both PFL and DCFMLA or federal FMLA, he or she must use them consecutively.
- Q14 If I use eight (8) workweeks of PFL and this time qualifies under DCFMLA or federal FMLA, will the eight (8) workweeks count against the 16 or 12 weeks under DCFMLA or federal FMLA, respectively?**
- A14 Yes.
- Q15 If an employee is approved for PFL for a specific period of time (e.g. November 3-7, 2014), and that time needs to be extended based on medical necessity, do I need to submit an updated request form and documentation?**
- A15 Yes. An employee would need to submit an updated DCSF No. FML-01 and supporting Documentation to his or her FMLA Coordinator for review and approval.
- Q16 Can I apply for PFL for a qualifying event that already occurred?**
- A16 Yes. Employees are eligible for PFL within twelve (12) months of a qualifying event. However, if you already used annual or sick leave for a qualifying event, leave will not be restored.
- Q17 If I ask for PFL, is my job protected?**
- A17 Yes. An employee using PFL shall enjoy the same employment and benefit protections provided under DCFMLA and FMLA, if applicable, which includes job protection.
- Q18 Do the provisions of the Act apply to eligible employees in independent agencies?**
- A18 Yes, the PLF applies to District government agencies.
- Q19 Can an employee who is on leave under the PFL program secure outside employment?**
- A19 No. An employee on paid family leave may not engage in outside employment if that employment would conflict with the employee's regular tour of duty with the District government.
- Q20 If an eligible employee experiences more than one (1) qualifying event in a twelve (12) month period, can he or she utilize the eight (8) workweeks more than once in a twelve (12) month period?**
- A20 No. An employee may only receive leave under PFL for one (1) qualifying event per year.
- Q21 Who must approve an employee's request to receive leave under PFL program?**
- A21 The employee's designated agency FMLA Coordinator.
- Q22 Where can I receive additional information about PFL program?**
- A22 You can contact your designated agency FMLA Coordinator or the Department of Human Resources for additional information. DCHR may be reached by calling (202) 442-9700.