

Family and Medical Leave Act Federal Employees

Introduction

This fact sheet addresses Title II of FMLA, which is administered by the Office of Personnel Management (OPM) and covers most civilian Federal employees. The Title II FMLA statutory provisions are codified in subchapter V of chapter 63 of title 5 of the United States Code (see 5 U.S.C. 6381-6387). OPM's FMLA regulations are codified at 5 CFR part 630, subpart L. Since title II of FMLA is codified in title 5, it is generally referred to as "title 5 FMLA."

Agency heads are responsible for the proper administration of FMLA for the agency's employees, including informing employees of their FMLA entitlements and obligations and making FMLA eligibility determinations. Any questions on employee coverage (that is, which FMLA statutory authority applies to the employee) or eligibility should be directed to the employee's human resources (HR) office.

Generally, to be eligible for FMLA leave benefits under OPM's FMLA regulations, an employee must—

- be covered by the title 5 leave system for annual and sick leave purposes;
- not be specifically excluded from eligibility; and
- have completed 12 months of qualifying civilian service, military service, or a combination of both.

Visit the OPM site for more detailed information: <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/family-and-medical-leave/>

Goodfellow AFB FMLA request process (No requests for FMLA will be excepted via email):

- 1) Have your physician complete a [WH-380-F](#).
- 2) When the above forms have been completed, use the "Submit Service ticket" and fill out request form. Ensure that you select "FMLA" in the "Reason for Request" drop down menu.
- 3) When a CPO representative has been assigned to your request, you will be notified via email and the status of your request will change to "Awaiting Attachments"
- 4) Send email to your identified CPO Representative and attach the completed document(s).
- 5) Once the documents have been received, reviewed, and processed by your CPO representative, your request will be marked "Complete" and your request has been fulfilled.
- 6) Once the WH-380-F has been approved, you or your supervisor will need to complete an [OPM71](#) (digital form or ATAAPS), "Request for Leave or Approved Absence". If a digital form is used, send to Ms.Tisha Curry (tisha.curry@us.af.mil) to be entered into the payroll system.