



COUNTY OF KENOSHA

Division of Human Resources
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TO: All County Employees

FROM: Ashley Lutterman, Human Resources Analyst

DATE: January 22, 2016

SUBJECT: **Revised** Family and Medical Leave Policy and Forms

The County of Kenosha provides unpaid job protected leave to eligible employees as required by the Wisconsin and Federal Family and Medical Leave Acts (FMLA). Summarized below are revisions made to the FMLA policy and forms.

Revisions to FMLA Policy and Forms

- Added Domestic Partner (same and opposite sex) as an eligible family member to take a leave of absence under the State's FMLA.
- Added Affidavit of Domestic Partnership to forms to qualify for a leave of absence under the State's FMLA.
- Added Genetic Information Nondiscrimination Act (GINA) disclosure language in policy and Physician Certification Form. GINA prohibits employers to require genetic information to be provided.
- Revised and clarified policy language related to the County's recertification procedure:
 - Frequency – an employee may be required to provide the County with recertification no more than every six (6) months [formerly every twelve (12) months]; and
 - Provided reasons the County may request recertification in less than six (6) months.

Attached are copies of the County's FMLA policy and forms. Please destroy any outdated forms and begin using the new forms going forward. **If you have an active Family and Medical Leave request on file already with Human Resources, you are not required to have the new forms completed, unless a recertification is required.** If you have any questions or concerns regarding the Family and Medical Leave Act policy or your request, please contact me at (262) 653-2541.