

## **MEMORANDUM #011-12HR**

**TO: Agency Administrators**

**FROM: Bobbie Chappell, Director of Human Resources**

**VIA: Rip Colvin, Executive Director**

**RE: Medical Leave of Absence Without Pay and Employer Contribution**

To follow up on the Family Medical Leave Act (FMLA) Presentations that took place last month, we thought this would be a good time to discuss employer contributions and how long they can be maintained for an employee who is out on Medical Leave of Absence Without Pay.

According to s. 110.123(4)(a), F.S., "The state contribution for full-time employees or part-time permanent employees shall continue in the respective proportions for up to 6 months for any such officer or employee who has been granted an approved parental or Medical Leave of Absence Without Pay."

If you have an employee who is out longer than six months on a Medical Leave of Absence Without Pay, at the end of the six month period you will need to provide the Justice Administrative Commission (JAC) with a Personal Action Request (PAR) indicating that the employee has moved from Medical Leave Without Pay to straight Authorized Leave Without Pay. It is important to note, at that time, the employee would be responsible for the employee and employer portion of their benefit(s). If the PAR is not timely submitted to the JAC, the state's contribution would continue to be paid by the employer, which would become problematic for the employee because they would have to reimburse the state for the ineligible contribution.

If you have any questions, please feel free to contact Andy Snuggs at [SnuggsA@justiceadmin.org](mailto:SnuggsA@justiceadmin.org) or at (850) 488-2415, ext. 238.

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