

# Expanded Family & Medical Leave

REE Policy allows employees to schedule and use up to 24 hours of leave without pay (LWOP) each year for:

**(1) SCHOOL AND EARLY CHILDHOOD EDUCATIONAL ACTIVITIES** – to allow employees to participate in school activities directly related to the educational advancement of a child. This would include parent-teacher conferences or meetings with child care providers, interviewing for a new school or child-care facility, or participating in volunteer activities supporting the child's educational advancement. In this memorandum, "school" refers to an elementary school, secondary school, Head Start program, or a child-care facility.

**(2) ROUTINE FAMILY MEDICAL PURPOSES** – to allow parents to accompany children to routine medical or dental appointments, such as annual checkups or vaccinations. Although these activities are not currently covered by the FMLA, the FEFFLA does permit employees to use up to 13 days of sick leave each year for such purposes. Agencies should assure that employees are able to use up to 24 hours of leave without pay for these purposes in cases when no additional sick leave is available to employees.

**(3) ELDERLY RELATIVES' HEALTH OR CARE NEEDS** – to allow employees to accompany an elderly relative to routine medical or dental appointments or other professional services related to the care of the elderly relative, such as making arrangements for housing, meals, phones, banking services, and other similar activities. Federal employees can use unpaid leave or sick leave for certain of these activities under the FMLA or FEFFLA, such as caring for a parent with a serious health condition. Agencies should ensure employees can use up to 24 hours of unpaid time off each year for this broader range of activities related to elderly relatives' health or care needs.

**T&A CODING** – Transaction Code 71, Leave Without Pay.

**TRACKING SUGGESTIONS:** Revised SF-71, or REMARKS Option (in T&A Header) for the current T&A in the STAR application.