



State of Louisiana
Division of Administration
Office of State Uniform Payroll

May 27, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-47

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Military Leave Provisions of the Family Medical Leave Act

Effective January 16, 2009, final regulations released by the U.S. Department of Labor expanded the Family Medical Leave Act (FMLA) to include the following two new provisions for military leave:

1. Qualifying Exigency Leave which is covered under §825.126 of the FMLA, and
2. Servicemember Leave, also referred to as military caregiver leave, which is covered under §825.127 of the FMLA.

A new quota record type (74 – FMLA Military Caregiver) is now available in ISIS HR to be used for qualified servicemember leave. Entries for this type of FMLA event should be recorded as follows:

Create a new quota record using quota Type 74 - FMLA Military Caregiver. This record can be created with an effective date as early as January 16, 2009, if necessary. Recording this type of absence will require two entries: 1) LAFM or LWFM hours and 2) FMLM hours which, in turn, reduces the employee's 26 week entitlement (Quota type: 74).

Qualifying exigency leave should be recorded in ISIS HR using existing FMLA leave codes, LAFM or LWFM, along with a second entry of FMLB hours that reduces the available balance in the corresponding FMLA quota record: Type 72 – Family Medical Leave.

Agencies should refer to the [U. S. Dept. of Labor](#) website for specific details regarding the military FMLA leave provisions and to the [Department of Civil Service's General Counsel Newsletter](#) for their interpretation of the new FMLA provisions. ISIS HR entry questions should be directed to the ISIS HR Help Desk via the ISIS Help Desk Ticket located at the following web address: http://www.doa.louisiana.gov/ois/service/user_support/helpdesk/helpdesk.htm. Other questions should be directed to your Civil Service Program Assistance Coordinator.

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