



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: JANUARY 7, 2026	CHAPTER: 1 – Administrative	PAGE: 1 of 7	NUMBER: 1.05.02
SUBJECT: FAMILY MEDICAL LEAVE ACT (FMLA) AND PAID PARENTAL LEAVE (PPL)			
CHIEF: <i>Dorothy A. Todd, Chief</i>			

*This General Police Order has been revised in its entirety*

**PURPOSE:** To establish guidelines for Family Medical Leave (FMLA), Paid Parental Prenatal Leave (PPN), Paid Parental Leave (PPL) and Non-FMLA Leave of Absence utilization for eligible employees.

**POLICY:** **It is the policy of the Cleveland Division of Police** to comply with all regulations and guidelines established by the U.S. Department of Labor, applicable collective bargaining agreements, and the City of Cleveland Department of Human Resources policies regarding Family and Medical Leave (FMLA), Paid Parental Prenatal Leave (PPN), Paid Parental Leave (PPL) and Non-FMLA Leave of Absence.

**DEFINITIONS:**

**Continuous** - leave taken in one uninterrupted block of time for a single qualifying reason.

**Family Medical Leave (FMLA)** - the use of up to 480 hours or 12 weeks of job protected leave in a rolling 12-month period for a personal serious health condition or immediate family member’s serious health condition.

**FMLA Immediate Family Member** - spouse, child, or parent. The Federal FMLA policy does not recognize domestic partners as immediate family members.

**Intermittent Leave** - leave taken in separate blocks of time, rather than consecutively, due to a single qualifying reason.

**Military Qualifying Exigency Leave** - the use of up to 12 weeks of job protected leave in a 12-month period because of a “qualifying exigency” arising out of the fact that an immediate family member is on active duty due to a “military call up.”

**Non-FMLA Medical Leave of Absence** – leave of absence that does not qualify for FMLA.

**Paid Parental Prenatal (PPN)** - the use of up to 20 hours of benefit time for prenatal medical and related appointments up to the birth of a child(ren) and up to 20 hours of benefit time to attend required meetings or interviews to obtain approval for an adoption of a child(ren).

**Paid Parental Leave (PPL)** - the use of up to 480 hours of benefit time for the birth of a child(ren), legal guardianship of a child(ren), and adoptions of a child(ren) under the age of eighteen (18).

**Pregnancy Loss Leave** - the use of up to 120 hours of benefit time from a pregnancy loss due to miscarriage, stillbirth, or a pregnancy loss related to any condition that impacts the viability of the fetus and results in medical intervention or where termination of the pregnancy is necessary to protect the mother's life or health.

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**Service Member Family Leave** - the use of up to 26 weeks of job protected leave in a 12-month period to provide care for an injured service member who is an immediate family member.

**Third-Party Administrator (TPA)** - An entity selected by the City of Cleveland Department of Human Resources responsible for managing all aspects of the Family and Medical Leave Act (FMLA) process (Attachment A).

**PROCEDURES:**

I. Family Medical Leave (FMLA) General Guidelines

- A. Members who are eligible for FMLA may apply for FMLA if they are, or will be, on sick leave for more than three (3) consecutive tours of duty.
- B. A member is eligible for FMLA only if the member has:
  - 1. Worked for the City of Cleveland for one (1) year.
  - 2. Worked 1,250 hours in the past 12 months.
  - 3. A serious health condition as determined by the Third-Party Administrator (TPA).
  - 4. An immediate family member with a serious health condition as determined by the TPA.
  - 5. A qualifying military exigency.
  - 6. An injured service member who is an immediate family member.
- C. FMLA shall not extend beyond 12 weeks during any 12-month rolling period or beyond 26 weeks for the Service Member Family Leave in a 12-month period.
- D. Intermittent FMLA shall have an end date of not more than six months from the start of the intermittent FMLA. Indefinite or undetermined is not acceptable.
- E. Officers who have exceeded 60 calendar days on sick leave shall be detailed to the Medical Unit on extended illness status on the first day of the next month.
- F. The time used for FMLA shall be deducted in the following order: sick time, compensatory time, furlough time, personal holidays.
- G. Members are prohibited from engaging in secondary employment while on FMLA.

II. Requesting FMLA

- A. Member Responsibilities
  - 1. When requesting FMLA, members shall:

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- a. If the event is foreseeable, submit requests 30 days or more before, otherwise, within a reasonable time, no later than 15 days after the event.
  - b. If the event is not foreseeable (emergency), submit the request within 15 days after the event.
  - c. Contact the TPA and submit a request to apply for and initiate FMLA leave.
  - d. Submit all required documentation following consultation with their assigned case manager.
2. If a member fails to apply for FMLA leave after a qualifying event, the Division reserves the right to designate the absence as FMLA qualifying, with notice to the member.

B. Medical Unit Responsibilities

1. Upon receipt of approved FMLA, the OIC shall forward the approval notification to the member's Commander as well as the administrator of the Division's scheduling software.
2. The scheduling software administrator shall update the member's profile to depict approval dates.

III. Reporting off on FMLA

A. Continuous FMLA

1. A member reporting off for approved continuous FMLA shall report off to their immediate supervisor citing "FMLA" as the reason for the sick leave.
2. If a member cites "Family Rule" or "Sick" as the reason, the member will not be protected by FMLA during the quarterly sick review.
3. The supervisor shall verify FMLA approval and then place the member on sick leave via the Division's scheduling software, selecting "FMLA" as the sick type.

B. Intermittent FMLA

1. A member reporting off for approved intermittent FMLA shall report off to their immediate supervisor citing sick or family rule as the reason for the sick leave.
2. The supervisor shall place the member on undocumented sick leave via the Division's scheduling software, selecting "SK or FR" as the sick type.

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3. Members shall report the hours taken to the TPA within forty-eight (48) hours of the occurrence. Failure to report the hours to the TPA in the required timeframe may result in the FMLA hours being denied.
4. The TPA will send the member an email either approving or denying the hours submitted.
5. Upon receipt of the hours being approved, the member shall provide the approval form to their immediate supervisor.
6. The supervisor shall update the member's sick leave entry in the Division's scheduling software to documented sick leave, selecting "FMLA" as the sick type.
7. Supervisors unable to update the entry due to the pay period closing, may email the Medical Unit at [CPDMedicalUnit@clevelandohio.gov](mailto:CPDMedicalUnit@clevelandohio.gov) to update the entry.
8. Supervisors shall NOT list the member as being on documented FMLA sick leave until they are in receipt of the approved hours letter.
9. The approved hours letter shall be forwarded to the Commander's office for retention in the member's digital file.
10. Members shall make a reasonable effort to schedule their leave so as not to disrupt the operations of the Division.

#### IV. Returning from FMLA

- A. Members returning from continuous FMLA leave or intermittent FMLA leave of four (4) or more tours of duty must follow the return requirements in GPO 1.05.03 Sick Leave.
- B. Members returning from continuous or intermittent FMLA leave that is currently on sick abuse status must follow the return requirements in GPO 1.05.03 Sick Leave.
- C. Members returning from intermittent FMLA leave of three (3) or less tours of duty, that are not on sick abuse, have no return requirements but must show proof of hour approval for the absence to be categorized as FMLA.

#### V. FMLA Exhausted

- A. Once FMLA entitlement is exhausted members may:
  1. Apply for a Non-FMLA Medical Leave of Absence by using the request for Medical Leave/Paid Parental Leave Form (A-10-1) (Attachment B) and providing medical certification or other qualifying documentation.
  2. Submit the following documentation to the Medical Unit via email at [CPDMedicalUnit@clevelandohio.gov](mailto:CPDMedicalUnit@clevelandohio.gov).

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- a. Request for Medical Leave/Paid Parental Leave Form (A-10-1) (Attachment B).
  - b. Physicians Statement.
3. The Medical unit shall notify the member of the determination regarding their leave of absence.

#### VI. PPL/PPN General Guidelines

- A. Pregnant members shall utilize GPO 1.02.25 Maternity Duty for procedures related to being placed on or removed from maternity duty.
- B. No overtime may be accrued while on PPL or PPN.
- C. Members on PPL or PPN will not receive Holiday pay.
- D. Members on PPL or PPN are prohibited from engaging in any secondary employment.
- E. If the two parents are both City employees, each shall be entitled to the full allotment of PPL and PPN hours.
- F. Members are advised there may be a time delay between the PPL/PPN approval and the accrual balance being loaded into the timekeeping system.

#### VII. Requesting PPL/PPN

- A. Member Responsibilities
  1. When requesting PPL/PPN, members shall:
    - a. Apply for FMLA.
    - b. Submit the required documentation to the Medical Unit via email at [CPDMedicalUnit@clevelandohio.gov](mailto:CPDMedicalUnit@clevelandohio.gov):
      - i. Request for Medical Leave/Paid Parental Leave Form (A-10-1) (Attachment B)
      - ii. Proof of Pregnancy (i.e., documentation from medical provider)
      - iii. Acknowledgement of Parenthood form (non-birthing parent only) (Attachment C)
    - c. Upon birth, adoption or legal guardianship, submit the child's birth certificate, adoption certificate, or court order granting legal guardianship to Human Resources within thirty (30) days of the birth or placement.

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- d. Upon miscarriage or stillbirth, submit documentation from the physician supporting the loss of pregnancy.

B. Medical Unit Responsibilities

1. When processing a PPL/PPN request, the OIC shall:
  - a. Ensure all required documentation is complete and accurate.
  - b. Return any incomplete/inaccurate documentation to the member for revision.
  - c. Route documentation through the chain of command.
  - d. The Chief or designee will forward fully endorsed documentation to the department of Human Resources.

VIII. Reporting off on PPL/PPN

A. PPN

1. The member shall notify a supervisor they are reporting off on PPN as well as the date and time of occurrence, if taking off for only a partial tour of duty.
2. If the leave is foreseeable, members shall advise their supervisor as soon as practical.
3. The supervisor shall place the member on PPN in the Division's scheduling software.
4. If an error message occurs advising the supervisor that the member's PPN is not yet in their accrual bank, they shall choose sick leave citing Doctor Appointment "DR" or Family Rule "FR" as the reason.

B. Continuous PPL

1. The member shall notify a supervisor they are reporting off on continuous PPL upon birth, adoption, legal guardianship, miscarriage, or stillbirth.
2. The supervisor shall place the member on sick leave citing Sick "SK" or "FR" as the reason, until notified by the unit timekeeper that the member's PPL accrual bank is updated, at which time the supervisor may place the member on PPL in the scheduling software.

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C. Intermittent PPL

1. The member shall request intermittent PPL 15-30 days prior to the proposed date of leave to their respective supervisor.
2. The supervisor shall place the member on PPL in the scheduling software.
3. If an error message occurs advising the supervisor that the member's PPL is not yet in their accrual bank, they shall choose sick leave citing "SK" or "FR" as the reason.

D. Timekeeping Responsibilities

1. The unit timekeeper will be responsible for submitting an adjustment to time entries form to the Timekeeping unit once the member's accrual bank(s) are updated.
2. The Timekeeping unit will be responsible for converting the member's sick time to PPN/PPL.

IX. Returning from PPL

- A. Members shall advise their respective supervisor of their anticipated date of return from PPL/PPN leave.
- B. There are no other return requirements.

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.**