

**Attachment C
Sick Child Leave**

This is an attachment to State HR Policy 60.000.15 Family and Medical Leave that specifically addresses OFLA Sick Child leave. The agency must follow the provisions of the main policy plus this attachment when administering OFLA Sick Child leave.

- (1) Under OFLA only an eligible employee may take up to 12-weeks-worth of leave to care for a child 17 years of age or younger who has a non-serious health condition and requires home care. The age limit does not apply if the child is incapable of self-care because of a mental or physical disability.
- (2) A child is defined as the employee's biological, adopted, foster or stepchild, a legal ward, or a child of an employee standing in loco parentis, or a child of the employee's same-sex domestic partner. The age limit does not apply if the child is incapable of self-care because of a mental or physical disability.
- (3) When an employee requests OFLA Sick Child leave, and periodically thereafter, the agency sends written notification to the employee stating:
 - (a) Whether the employee is eligible for Sick Child leave
 - (b) The employee's rights and responsibilities under OFLA
 - (c) Instructions for coding time appropriately
 - (d) If the agency will require the employee to provide medical certification¹ after the third occurrence of Sick Child leave in a 12-month period.

¹ The agency may require the employee to provide medical certification after the employee's third absence in a one-year time-period for OFLA Sick Child leave. The absence does not have to be for the same child, it can be for different children. There is not a specific form to use for a medical certification. A medical provider's own form or a note on a prescription pad will suffice.