

## **NEW FMLA CALCULATION METHOD**

### **FMLA Calculation Method Announcement**

Effective July 1, 2023, JCCC's method for calculating the 12-month period will change to a "rolling" 12-month period measured backward from the date an employee first uses any FMLA leave. This announcement fulfills the requirement to provide 60-days' notice of the change to all employees. The rolling 12-month measurement period will better support the continuity of business operations.

### **Current federal calculation method**

The current method of calculating an eligible employee's 12-week entitlement under federal FMLA is the fiscal year method. With this method, all employees are entitled to 12 weeks of protected leave each year between July 1 and June 31.

### **New federal calculation method**

Effective July 1, 2023, JCCC's method for calculating the 12-month period will change to a "rolling" 12-month period measured backwards from the date an employee first uses any FMLA leave. With this method, the process would be to "count or look backwards" 12 months from any given "request date", total the amount of FMLA used during that period, and then subtract it from the 12-week maximum. The remaining balance would be the amount of FMLA leave currently available for use.

### **Transition Note**

During the transition period, employees will retain the full benefit of 12 weeks of leave under whichever calculation method affords the greatest benefit to the employee.