



Know Your Rights: Family & Medical Leave Act (FMLA)

What Is FMLA?

The **Family and Medical Leave Act (FMLA)** is a federal law that provides eligible employees with up to **12 weeks of unpaid, job-protected leave** per year for qualifying family and medical reasons.

As a member of **AFSCME Local 3661**, you have the right to take FMLA leave **without fear of retaliation or discipline**—and with **full union support** every step of the way.

Your Job, Your Rights

You are protected under FMLA when leave is needed for:

- Your own **serious health condition** (physical or mental)
 - **Caring for a spouse, parent, or child** with a serious health condition
 - **Pregnancy, prenatal care, or bonding with a newborn**
 - **Adoption or foster care placement**
 - Certain needs related to a **family member's military service**
 - Caring for a **covered service member** with a serious injury or illness
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Eligibility for DPSCS Employees

You are eligible for FMLA if:

- You've worked for the **State of Maryland** for at least **12 months** (not necessarily consecutive)
- You've worked at least **1,250 hours** in the past 12 months

This applies to all members of Local 3661, including:


- ✓ Parole & Probation Agents
- ✓ Drinking and Driving Monitors




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- ✓ Pretrial Release Investigators
 - ✓ Home Detention Officers
 - ✓ Clerical, Administrative, and Office Professionals
 - ✓ All DPSCS bargaining unit members represented by Local 3661
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How to Request FMLA Leave

1. Go to local3661.org and visit the [Empowerment Center](#)
2. Enter the [Green Form Room](#)
3. Download the [FMLA forms](#)
4. Forward forms to your **medical or mental health provider** for completion
5. Submit the completed forms to:
 dpscs.hrsupportservices@maryland.gov
6. Keep **copies of all documents and communications**

 **Important:** *Do not share medical documentation with your chain of command. Your medical information is private and should be sent only to Human Resources.*



Using FMLA Intermittently

FMLA leave can be used **all at once** or **intermittently**, including for:

- Ongoing **medical appointments**
- **Chronic condition flare-ups** (e.g., migraines, PTSD, anxiety)
- **Recovery days** or treatments
- **Surgeries**
- **Childbirth or adoption**

This flexibility is crucial for DPSCS employees working in high-stress, high-risk environments.



What Your Employer CANNOT Do

Your employer **may not**:








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- ❌ Deny your FMLA leave if you are eligible
 - ❌ Discipline or penalize you for taking FMLA leave
 - ❌ Retaliate, intimidate, or discourage you from using your rights
 - ❌ Demand full disclosure of your medical history
 - ❌ Prevent you from returning to your job after FMLA leave
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How AFSCME Local 3661 Supports You

Your **Local 3661 representative** can:

- Help initiate your FMLA request
 - Ensure HR follows all legal procedures and deadlines
 - Protect you from retaliation or unfair write-ups
 - File a **grievance or complaint** if your rights are violated
 - Support **appeals** for denied FMLA claims
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Experiencing FMLA Issues? Here's What to Do:

1. Go to local3661.org
 2. Click on the [Connect with 3661](#) tab
 3. Complete the [Intake Form](#)
 4. Upload the following supporting documents:
 -  A PDF of your initial FMLA request email
 -  Completed FMLA forms
 -  Denial emails
 -  Supervisor communications regarding denial
 -  Any relevant documents that help support your case
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REMEMBER:

- Your **FMLA rights are protected by law**
- Your **health, family, and job** all matter
- Your **union representation will assist you** with any step of the process