



City of Phoenix

On November 29, 2017, the City Council adopted recommendations from the citywide Sick Leave Work Group to implement changes to FMLA leave.

Effective January 1, 2018, the current FMLA leave codes “F1” and “F2” will be eliminated from eCHRIS. Under the new changes, employees will be able to choose whether to use FMLA leave from their available Sick or Vacation banks, whether to care for themselves or for the care of a qualifying family member. Once the employee has identified which leave bank to use, FMLA leave will be designated under one of the following codes: “FMLA Sick” or “FMLA Vacation”. This change allows the employees the freedom and flexibility to manage their FMLA leave and leave banks based upon their preferences.

Note: The employee is responsible for selecting whether to use “FMLA Sick” or “FMLA Vacation” leave code. Additionally, the immediate supervisor has the ability to enter the employee’s requested leave code.

Please be advised that no changes have occurred with FMLA administration through FMLASource. All current processes will continue to be administered as usual. Please continue to follow your current call-in procedures.

If there are any questions or concerns, please contact your department HR Liaison or the FMLA Administration team at fmla@phoenix.gov.