



COOK COUNTY COMMISSIONERS

Vicki S. Parrish, County Clerk
229.896.2266 or vparrish1@windstream.net

August 21, 2017

RE: FMLA

Dear Employees:

You are allowed 12 weeks of paid or unpaid leave for your illness or your family member(s) illness through the Family Medical Leave Act.

Payroll time sheets and leave sheets are required each payroll during your absence. Providing payroll documents is our only way of determining the type leave you are wishing to use for your absence.

If you exhaust sick and annual leave during your absence and your absence is “leave without pay”, you are required to pay your ancillary insurance premiums on a biweekly basis. Please contact Nanette or myself to obtain those premiums. Failure to pay those premiums will result in cancellation of coverage. The county only allows a 30 day grace period.

Please remember, after your 12 week FMLA, should you exhaust all leave and move to “leave without pay” you will no longer accrue sick/annual leave. Leave accrual will resume when your work status is active.

If you need additional information, please feel free to contact me at vparrish1@windstream.net or 229.896.2266.

We look forward to you returning to work and hope that God blesses with a speedy and complete recovery.

Thank you,

Vicki Parrish, County Clerk