Where can I find more information on FMLA?
You can contact the Department of Labor (DOLT) at https://dlt.ri.gov/ or contact Human Resources.

Beginning the Process

Filing for Leave of Absence is quick and easy. For new claims, Complete the form with the basic information about you and your leave (scan QR Code below).

Human Resources will mail your leave eligibility packet to your home within two to five business days.

Make sure you have a signed authorization form on file with your doctor. Your doctor will need to complete the medical certification forms, and you or your doctor must fax the completed documentation to HR at 401-273-9510 within 15 days of your request.

If HR has not received any medical documentation or incomplete information within 15 days from the date you requested leave, you will be given one 7-day extension for missing documents before your leave request is denied.

Upon HR receiving a completed application, HR will send an approval or denial letter within five days. Continue to follow your department's call-in procedures (unless approved for continuous leave).

Other City Leaves

Paid Parental (Non-Union)
Sick Leave Extension (Union)
Non-Union Sick Bank Leave
General Leave of Absence
Military leave in accordance with USERRA

For more information on types of leaves, eligibility criteria and entitlements; please visit: https://www.providenceri.gov/hr/employee-leaves/ and review employee educational materials and policies.

Contact Information

Chriselly Cole
Leave of Absence Administrator
hr@providenceri.gov
P: 401-680-5780

City of Providence
25 Dorrance Street
Providence, RI 02903

City of Providence

Leave of Absence Information for Employees



Qualifications and Information

Reasons for Family Medical Leave

- Employee or a qualifying family member's serious health condition.
- Birth, Adoption, or Foster Child Placement.
- Family Member called to Active Duty, or Caretaker for injured active-duty service member.

Questions about FMLA & Other leaves

How do I know if I am eligible for the FMLA benefit?
You must have one year of service with the City of Providence and have worked at least 1,250 hours within the previous 12 months.

Is FMLA/ RIPFMLA paid time off?
No, FMLA/RIPFMLA is 12-13 weeks of job protected unpaid leave. While on FMLA you are required to use your Sick time accruals. You can then elect to go unpaid or use your other accruals.

Who is considered an immediate family member?

- Employee's Spouse
- Employee's Children under the age of 18
- Employee's Parents

Who do I need to notify if I am out on approved leave?
When your leave is foreseeable the request should be requested 30 days in advance.

You must notify your supervisor when calling out for FMLA/RIPFMLA or other City leave based on department procedures.

How do I know how much FMLA/ RIPFMLA time I have available?
You can contact the leave of absence administrators or your supervisor for an estimate of time used.

How is FMLA time tracked?
For all locations FMLA time is recorded on a rolling calendar year. This means if your first FMLA day is May 3, then your FMLA calendar year begins on May 3.

What benefits does FMLA/ RIPFMLA guarantee?
FMLA/ RIPFMLA leave guarantees the continuation of employee's health benefits. You can continue your medical, dental, and life insurance benefits as long as you are paying your portion of your premiums or set up a payment arrangement when you return.

To do this you must contact the benefits office at:
benefits@providenceri.gov P: 401-680-5616, option 2
F: 401-272-0867

When do I have to add my new dependents to my insurance?
Within 30 days or you will not be eligible to make changes to your benefits plan until open enrollment.

How may FMLA leave be taken?
As a continuous block of time up to 12 weeks and/ or intermittently (leave taken in separate blocks of time due to a single qualifying reason) or on a reduced schedule (an agreed upon reduction of an employee's usual number of working hours per week, or hours per workday).

What other types of leave run concurrent with FMLA?

- Rhode Island Parental and Family Medical Leave Act (RIPFMLA)
- Worker's Compensation Claims
- Other City Leaves per LOA Policy
- Americans with Disabilities Act
- Pregnancy Disability Act
- RI Fair Employment Practice Act

When should I notify my supervisor and HR of my intent to apply for a Leave of Absence?

- You must notify your supervisor immediately if you need to apply for a leave.
- You must contact HR no later than the fourth business day of your absence to apply for a leave of absence.
- If your absence is foreseeable you should apply up to 30 days in advance.

Are FMLA/ RIPFMLA eligibility and approval the same thing?
No, eligibility means you have one year of service and have worked 1,250 hours in that year.

Approval means that you have submitted the completed documentation to HR that meets the federal and/or state guidelines for the requested leave and you have not exhausted all of your FMLA time.

What if I do not contact HR to request FMLA within the first four days of my absence?
Absences not covered under an approved City leave are subject to the Sick Time Abuse Policy. It is the employee's responsibility to make sure all parties are contacted in a timely manner.