

Provisions of the Family Friendly Leave Act (Pub. L. 103-388)

A full-time, leaving earning employee may use up to 40 hours of earned sick leave per leave year to provide care for a family member.

An additional 64 hours of earned sick leave may be used each year, but only to the extent that these additional hours do not cause the employee's sick leave balance to fall below 80 hours.

Instructions for completing the AD-1098:

Item 1 Enter Acronym for Division/Office.

Item 2 Enter Current Leave Year.

Item 3 Enter, as needed, the names of the employees within your T&A Group/Office who have indicated the use of sick leave for a FAMILY MEMBER on their SF-71.

Enter from the SF-71 the number of approved sick leave hours used for a FAMILY MEMBER under CURRENT and opposite the appropriate pay period.

When there are previous hours used for the same employee, add the hours and enter the total in the CUMULATIVE hours column.