

Attachment 1: Understanding the Qualifying Event Date

[Begins on Next Page]

Understanding the Qualifying Event Date

The Qualifying Event Date (QED) is crucial in the PFL process. Not only does it determine the starting point for PFL usage by an employee (for the birth or adoption of a child, or to care for a family member with a serious health condition), but it also identifies the date when the PFL leave will expire. For PFL, see the following events that determine a QED:

Event	QED
Birth or adoption of a child by the employee	The qualifying event date is the date shown on the official supporting medical or legal documentation (denoting a live birth or the date of the adoption, as applicable).
The Employee's Care for a Family Member w/ Serious Health Condition	The qualifying event date is the date when the family member requires care from the employee. Consequently, for chronic conditions, an employee may be approved for paid family leave multiple times, subject to the 8 workweeks of paid family leave within a 12-month period limit.
Qualifying Event Date of a Newly Hired Employee	<p>In the event a newly hired employee submits documents indicating that the QED occurred prior to the employee's effective date of employment, because PeopleSoft cannot accept a date that is prior to the employee's start date with the District government, the following guidance is being provided:</p> <p>(1) The QED shown in the system should reflect the effective date of the employee's appointment. Refer to item 2 (below) for additional required steps.</p> <p>(2) Despite the system restriction referenced in item 1 (above), the agency FMLA Coordinator and the employee must be aware that the "actual" date of the QED and the leave period based on that date must be reflected on the FML-04 form in the "Qualifying Event Date" and "Leave Period" sections, respectively. This date will be used to determine the 12-month period. As an example, Jane Doe is hired in the District government on May 10, 2019. The QED on her documentation is November 5, 2018. The 12-month period in which the PFL is available for the employee's usage will be November 5, 2018 through November 4, 2019. This information will allow the Office of Pay and Retirement Services (OPRS) to ensure that their data input for the employee's PFL reflects the period when the employee's leave is to begin and end.</p>