**SPF Absence - True or False**

**ANSWER SHEET**

1. The pre-natal doctor appointments for a female employee are SPF covered.

**True. Pregnancy is a serious health condition.**

1. Tim was absent for three months due to gall bladder surgery and complications associated with the surgery. When he returns to work, he will not be permitted to use reduced-time leave.

**True. Intermittent or reduced-time leave may only be used during the initial 12 weeks of SPF Absence entitlement, unless complications become catastrophic.**

1. Joe is expected to be off work for eight months and has enough accrued paid sick leave to cover the first seven months. After Joe uses that leave, he will not be eligible to use unpaid SPF Absence with benefits.

**True. Paid sick leave is deducted from the six month SPF Absence with benefits entitlement. Joe would be eligible to use up to six months of ESPF Absence following the use of paid leave.**

1. Frequent absences for migraines charged to sick leave are not SPF Absences.

**False. Migraines can be a serious health condition. Contact the SPF Coordinator for guidance.**

1. Julie has a baby and is off for three months. She can use SPF Absence on a reduced-time basis up to one year from the date of birth.

**True. Reduced-time leave for parental reasons may be used beyond the initial 12 weeks of SPF entitlement. Approval is at the agency’s discretion.**

1. Sally was hired October 2 and needs to be off in December for five days due to minor surgery. She has no paid leave available but can use a one-time ESPF Absence.

**False. ESPF Absence is only available to employees with less than one year of employment if the absence lasts for at least two consecutive weeks.**

1. Sam has been employed by the commonwealth for the past two years but has not worked 1,250 hours in the previous 12-month period. He needs to be off for three weeks due to back surgery and has only four days of accrued sick leave. He must use his four days of accrued paid sick leave and can charge the rest of the absence to ESPF.

**False. ESPF is not available to employee’s who have at least one year of employment and do not meet the 1,250 hour eligibility.**

1. An employee may use all of their accrued sick leave when absent to care for a family member.

**False. Employees are required to use all accrued applicable sick leave when caring for a family member. The approval of SPF to care for a family member does not entitle an employee to use more paid sick leave than would ordinarily be approved for that absence reason. An employee could use up to five days of sick family leave and any applicable additional sick family leave if the employee qualifies.**