

**RESOLUTION NO. 25-27 RESOLUTION BY THE DELAWARE RIVER
AND BAY AUTHORITY TO REVISE THE AUTHORITY-WIDE FAMILY AND
MEDICAL LEAVE SECTION OF THE PERSONNEL MANUAL**

WHEREAS, the Delaware River and Bay Authority (the “Authority”) Personnel Manual (the “manual”) was established in 1965 and last revised in October 2021, sets forth certain terms and conditions of employment and provides general descriptions and guidelines concerning the Authority’s personnel policies and practices; and

WHEREAS, a draft of the manual proposing revisions to the Authority’s Family and Medical Leave Policy was presented to the Personnel Committee of the Authority’s Board of Commissioners on May 20, 2025, by the Executive Director and Chief Human Resources Officer, is intended to replace in its entirety the current **Section X Employee Benefits, R. Other Leave, 7. Family and Medical Leave** with the attached.

WHEREAS, the Personnel Committee of the Authority’s Board of Commissioners recommends the acceptance of these revisions to **Section X Employee Benefits, R. Other Leave, 7. Family and Medical Leave** of the Personnel Manual; and

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority hereby amends the Personnel Manual as approved by the Personnel Committee and incorporates without limitations the provisions as set forth below:

SECTION XVII: Family and Medical Leave revisions to include:

- Revised policy will be a stand-alone policy and will be removed from the Personnel Manual.
- The content of notice section, application process, and communication steps have been updated to reflect the current process that has changed from a forms process in which certification information went directly to the Authority to a process in which all steps are administered by a third-party administrator (TPA).
- The addition of a statement notifying employees planning FMLA leave of the expectation to coordinate scheduling eligible paid leave with their supervisor.
- The addition of a section entitled Confidentiality of Protected Health Information which states that the DRBA, its TPA, and any agents involved in the administration of claims above will ensure compliance with health privacy rules and regulations and will further observe the confidentiality of such protected health information.

Resolution 25-27 Executive Summary Sheet

Resolution: Revise the Authority-wide Family and Medical Leave Policy of the Personnel Manual

Committee: Personnel Committee

Committee Date: May 20, 2025

Board Date: May 20, 2025

Purpose of Resolution:

To approve recommended revisions to the Personnel Manual (significant revisions summary attached) as presented by the Executive Director and Chief Human Resources Officer.

Background for Resolution:

The Authority's Personnel Manual has been in existence since 1965; this manual was last revised in October 2021.

The Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices. The provisions in the Personnel Manual are subject to change by the Authority at any time.

There have been some revisions to the Family Medical and Leave Act and the attached are revisions made to our Policy to conform with those changes as well as DRBA procedural changes in administering FMLA.

The significant changes in the FMLA Policy include the following:

- The policy currently resides in the Personnel Manual, the revised policy will be a stand-alone policy and we need to revise the Personnel Manual to remove.
- The content of notice section, application process, and communication steps have been updated to reflect the current process that has changed from a forms process in which certification information went directly to the Authority to a process in which all steps are administered by a third-party administrator (TPA).

- The addition of a statement notifying employees planning FMLA leave of the expectation to coordinate scheduling eligible paid leave with their supervisor.
- The addition of a section entitled Confidentiality of Protected Health Information which states that the DRBA, its TPA, and any agents involved in the administration of claims above will ensure compliance with health privacy rules and regulations, and will further observe the confidentiality of such protected health information