EXEMPTIONS APPLY TO THIS SYSTEM (see paragraph 9)

1. <u>System Name</u>: Family and Medical Leave Act (FMLA) Records

2. <u>System Location</u>: Human Resource Operations, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.

3. <u>Categories of Individuals Covered by System</u>: Current and former WMATA employees who have requested FMLA leave.

4. <u>Categories of Records in the System</u>: FMLA application forms, medical documentation (including Certification of Health Care Provider containing information about illness or condition as well as about health care provider, including type of practice, license number, address and phone numbers), proof of relationship (including birth certificates, marriage certificates, adoption and foster parent records, domestic partner and other notarized affidavits), names, home addresses, phone numbers, employee identification numbers, hire dates, union membership, leave dates, reasons for requesting leave.

5. <u>Principal Purposes</u>: To evaluate requests for FMLA leave.

6. <u>Routine Uses of Records maintained in the System</u>: General Routine Uses A (Disclosure for Law Enforcement Purposes); B (Disclosure Incident to Requesting Information); C (Disclosure to Requesting Agency); D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); E (Disclosure to a Court or Administrative Body); F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies and Others); G (Disclosures for Administrative Claims, Complaints and Appeals); and H (Disclosure in Connection with Litigation) apply to this system.

7. <u>Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system</u>:

>   **Retrieved by:** Employee's last name;
>   **Storage:** Hard copy and electronic database;
>   **Safeguards:** Hard copy contained in lockable filing cabinets in lockable file room in access-controlled building; electronic database in limited-access software application on password-protected network;
>   **Retention and Disposal:** Subject to destruction after four years.

8. <u>Systems Manager/Administrator</u>: FMLA Manager, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.

9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her, who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001.** Requesters will be required to provide adequate identification, such as a driver's license, WMATA employee ID, contractor identification card, or a government-issued identification document. Requests for correction or amendment must identify the information to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions," this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion, however, grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect.**

10. Records source categories: Current and former WMATA employees their spouses, partners, parents and children (and affiants on their behalf), health care providers and their designees, supervisors, and information gleaned from personnel files (including medical files) and electronic human resource databases.