

Family Medical Leave

The Family Medical Leave Act allows employees to take up to 12-weeks of protected leave for one of the following reasons:

- Personal illness
- Illness of spouse, parent, or child
- Birth of a child
- Adoption or foster parent placement of a child
- Military caregiver leave
- Qualifying emergency

Only employees who have been employed by the school system for at least 12 months and have worked 1,250 hours during that time period are eligible for FMLA. It's possible that part-time employees such as lunchroom workers and bus drivers would not be eligible. If you're not sure if you are eligible, contact HR for this information. Employees who are not eligible for FMLA but want to request a long-term leave of absence should fill out a Request for Long-Term Leave form and send to HR.

FMLA time is unpaid, but employees may use their accumulated sick days if their doctor authorizes the leave as sick time.

If you are going to be out more than 10 days, you should fill out a Family Medical Leave Request Form. When possible, 30 days advance notice should be given. If an emergency arises, you should notify your supervisor as soon as possible, and the leave request should be made at that time.

FMLA requests should be sent to HR. Additional paperwork will be sent to you for your doctor to complete.

While out on FMLA leave, you should stay in contact with your principal/supervisor at least every 30 days with updates regarding the status of recovery.

For FMLA forms, see the Forms section under Personnel and Employment