



Everything YOU
Need to Know About
the Family Medical
Leave Act (FMLA)





So, What is the FMLA?

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- The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
 - Each underlined term will be defined





Eligible Employees

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- An **eligible employee** is one who:
 - Works for the district in a part-time or full-time position (excludes substitute staff);
 - Has worked for the employer for at least *12 months*;
 - Has at least *1,250 hours* of service for the employer during the 12 month period immediately preceding the leave





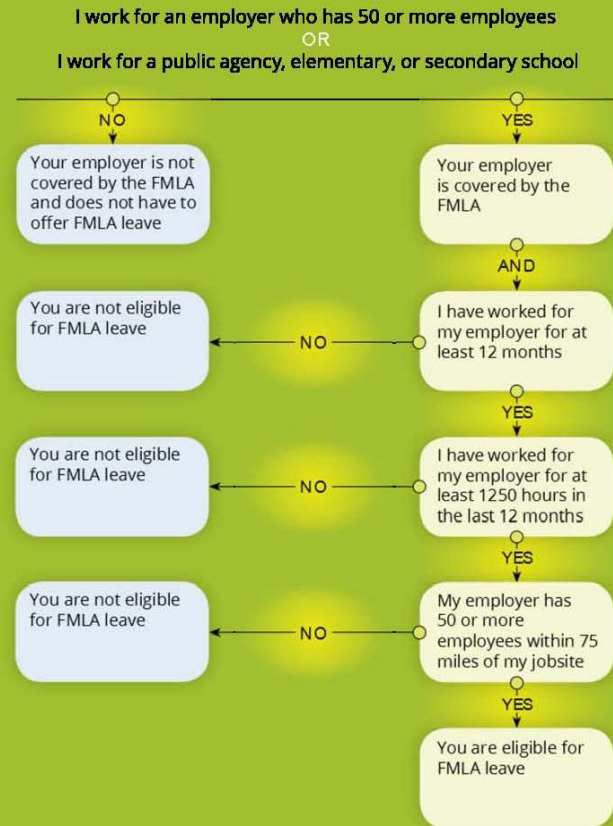
Eligible Employees

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Are You Eligible for FMLA?



Am I Eligible for FMLA Leave?





FMLA - Unpaid Leave

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- FMLA is not paid leave, but you may* use any accrued leave during your FMLA leave.
 - You may also be eligible for Emergency Sick Leave or the Sick Leave Pool.



You are not required to use available leave, but if you do not request to use any available leave, you will not be paid during your FMLA leave.





FMLA - Unpaid Leave

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- FMLA leave, and any leave available, must be taken on a concurrent basis.
 - This means that the FMLA and leave available start on the same day.

Start of FMLA

- Maximum end date of FMLA - 12 weeks

Start of 60 days paid leave

- End date of Paid Leave - 60 days





FMLA - Unpaid Leave

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- The unpaid FMLA leave is up to 12 weeks during a 12-month period
 - The 12-month period begins July 1st and ends on June 30th
- Weeks that you are not scheduled to work, do not count.
 - Examples: Winter break, spring break, or summer break (for 10 or 11 month employees)





Job-Protected Leave

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- Upon return from FMLA leave you will be placed in your original job (or an equivalent job) with equivalent pay, benefits and other terms and conditions of employment.
 - You will not lose your job while on FMLA leave and/or paid leave, whichever ends later.
 - If you do not return to work after your FMLA leave, your job-protected leave will end.



Specified Family and Medical Reasons

- There are two (2) main types of Leaves:
 - Family & Medical Leave
 - Military Family Leave
- The reasons for each type of leave are different.



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Specified Family and Medical Reasons



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- Family & Medical Leave reasons include:
 - Birth of son/daughter or placement of a son/daughter with you for adoption or foster care.
 - To care for a spouse, son, daughter, or parent who has a serious health condition; or
 - For a serious health condition that makes you unable to perform the essential functions of your job.



Specified Family and Medical Reasons



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- Military Family Leave
 - Qualifying Exigency Leave
 - Up to **12 workweeks** of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee’s spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty
 - Military Caregiver Leave
 - Up to a total of **26 workweeks** of unpaid, job-protected leave during a “single 12-month period” to care for a covered service-member with a serious injury or illness.

What Should You Do If You Need FMLA?



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FMLA Checklist	Done
1. Review Board Policies DEC (Legal & Local) and DECA (Legal)	
2. Determine which FMLA leave is appropriate for your absence	
3. Submit a Request for FMLA to Payroll	
1. Submit the required Certification Form (forms are available on the LISD website)	
1. Obtain approval/disapproval of your FMLA leave request from Payroll	
1. Determine which leave(s), if any, you have available and request the leave	
1. Visit with the payroll department – We will walk you through the process	



Resources

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- Useful Links:
 - [School Board Policy Online](#)
 - Employee FMLA Forms
 - [FMLA Employee Guide \(English\)](#)
 - [FMLA Employee Guide \(Spanish\)](#)
 - [FMLA Military Family Leave \(English\)](#)
 - [FMLA Military Family Leave \(Spanish\)](#)
 - [Department of Labor – FMLA Webpage](#)



And, the Most Important Thing.....

- Visit your HR and Payroll Department
 - We will walk you through the FMLA process from determining your eligibility for FMLA to your return to work.



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Questions

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Submit your questions via email to:
estrada.r@lacklandisd.net