

FMLA

Employee Eligibility Requirements

To be eligible for FMLA an employee must meet the following criteria:

- Have worked for the employer for at least 12 months;
- Have met the federal and state hours of service requirement, 1,250 hours of service in the 12 month before taking leave

30 Day Rule:

When the need for FMLA leave is foreseeable, employees must provide notice of their need for leave to the District Office not less than thirty (30) days before the leave is scheduled to begin. If 30 days notice is not practicable, the notice must be given as soon as practicable.



Forms

REQUEST FORMS

The FMLA request form can be found at min201.org>Departments>Business Office>Employee Leave of Absence.

Employees can also receive the forms via email or in person at the District Office.

FORMS SUBMISSION

Completed forms and medical documentation can be sent to:

District Office/Business Office
305 W. Church Street
Minooka, IL 60447
Phone: 815-467-6121 x3

Eva Medrano, Benefits Bookkeeper
emedrano@min201.org
Fax: 815-467-9544

FMLA

FMLA/LOA GUIDELINES



Family and Medical Leave Act

The information contained in this flyer is a general overview of the FMLA process. Please go to the MCCSD 201 website at www.min201.org for complete information regarding District FMLA Policies, Negotiated Agreements as well as other important staff information.



What is FMLA?

FMLA (Family and Medical Leave Act) provides unpaid, job-protected leave for up to 12 weeks per 12 month period for qualified employees, with the continuation of health insurance coverage, if applicable. Under FMLA, the employee is guaranteed the same or similar position when they return.

Qualifying Leave Entitlements

- The birth of a child or placement of a child for adoption or foster care;
- To care for the employee's spouse, child or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

FMLA & Sick time

While FMLA leave is typically unpaid, the District will substitute an employee's accrued sick, personal and vacation for unpaid FMLA leave.

**Certain qualifying events may limit the number of paid time off days that can be used.*

***Current school year allotment of sick and personal days are subject to proration.*



Other Important Information

- For maternity/paternity leave requests a doctor's note with expected delivery date is required.
- All medical leave requests require medical certification from a Health Care Provider.
- The district will inform the employee of any changes that may alter anticipated wages, health insurance benefits, and/or the number of prorated sick and personal days, if applicable.

FMLA/LOA PROCESS

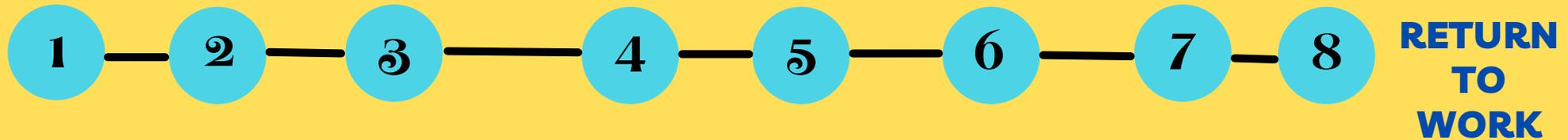
1. FMLA/Leave of Absence is requested by employee and/or the District is notified by an administrator that the employee is absent for a qualifying reason for more than 5 days

3. Required medical documentation is submitted to the District

6. Employee Out on Leave
CONTINUOUS LEAVE - Employee remains in contact with District and Building Administrator regarding return to work.

INTERMITTENT LEAVE - Employee schedules absences in advance with District/Building Administrator in advance whenever possible.

8. Notify the District if there are any life event changes that would result in adjustments to health insurance plans and completing all necessary forms.



2. FMLA/Leave of Absence eligibility is determined by the District and notice of rights & responsibilities sent to employee

4. Leave request presented at Board of Education meeting for approval.

5. Leave designation sent to employee.

7. Medical release required to be sent to the District BEFORE returning to work.