



La Porte Independent School District

FMLA FAQ

What is FMLA?

The Family Medical Leave Act or FMLA is a U.S. federal law that requires us to provide employees a job protected and unpaid leave time for qualified medical and family reasons. Note that not everyone is eligible for FMLA, but HR will make that determination when they are informed of the employee's need to be absent from work.

How do I know when an employee needs to be on FMLA?

If an employee does any of the following, they may need to be on FMLA, and you should inform HR that the employee will or might need to be on a leave of absence:

- If an employee informs you that they will need to be out for 5 or more consecutive days for either a personal OR family medical reason, they will need to be placed on a leave of absence.
- Asks for any type of FMLA paperwork, even if they don't mention needing to be on leave.
- You find out they told someone else they will be out for a personal or family medical reason.
- You overheard them mention that they will be or may be out for personal or family medical reasons.
- Hints that they may need to be out for personal or family medical reasons.
- You notice that the employee has been reporting absences for 5 or more consecutive days for personal or family medical reasons.

What should I do?

- IMMEDIATELY INFORM THE HUMAN RESOURCES DEPARTMENT AND YOUR CAMPUS PRINCIPAL
 - Human Resources: Joy Nolin
 - Send an email : nolinj@lpisd.org
 - Make a phone call: 281-604-7112
- Have the employee complete an FMLA request form.
 - Send the Request form to HR.
- Let the employee know that they should contact HR to discuss their options and eligibility, to get a better understanding of FMLA, and to ask any questions regarding FMLA/Payroll.
 - Send an email : nolinj@lpisd.org
 - Make a phone call: 281-604-7112
- Once you know what type of leave they will need: Personal, Family or Military; you may give them the appropriate medical certification to be completed by their health care provider, or you can direct them to HR and we will give them the appropriate forms.
 - You can find these forms on the LPISD website, under Human Resources Documents:
 - http://www.lpisd.org/apps/pages/index.jsp?uREC_ID=214631&type=d&pREC_ID=474734
- Create an ER to place the employee on FMLA.

Should I do anything while the employee is on FMLA?

- If you hear from or receive any correspondence from the employee while they're on leave, let HR know so they can add that information to their FMLA file. The more we hear from the employee, the better.

What should I do when the employee returns to work?

- Make sure the employee has a release to full duty from their doctor - send it to HR
- Inform HR that the employee has returned
- Create an ER to place the employee back to active status

Do I only request a release when they were on FMLA?

Sometimes it is necessary to request a release to full duty even though the employee was not on an official FMLA leave. If we do not get a release in writing and employees return after a major medical events, we could be held liable if anything goes wrong.

You and your principal will need to use your best judgement when deciding to request a release. Here are a few examples when deciding:

Example #1. An employee says they need to have a procedure done on their knee over Christmas break, but that they should be back by the time we return to work – Technically the employee hasn't missed any actual work days, however, they have been recovering from a medical condition that has lasted 2 weeks. **I recommend requesting a release to return to work because this seems like something that could come along with restrictions.**

Example #2. An employee has called in sick the past 4 days with a cold, but plans on coming back in on Friday. – **I would not request a release to return to work.**

Example #3. The employee was in a major car accident and had a concussion, but says her doctor says she can return to work when she feels up to it. – **I would recommend a release, because concussions can lead to other issues if not cared for properly by a doctor.**

Sometimes employees can misunderstand what their doctor's said, or forget to mention restrictions the doctor gave, or they haven't gone to a required follow-up that would have determined their release.

If you are ever unsure if you would request a release, feel free to contact us and we will be glad to assist you.

What if I or the employees have questions?

- The best thing to do if you or the employee has a question is to call HR; even when think you may know the answer. Each FMLA request is handled on a case by case basis, so the answer may be different each time.

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