

**RE: Family and Medical Leave**

The Galveston ISD Board policy DEC (local) and federal law provides for employee leave under the Family Medical Leave Act (FMLA). This mandate assures leave from your present employment up to twelve (12) weeks beginning with your first day of absence.

If you are presently covered by the district health insurance plan, under the Family and Medical Leave Act (FMLA), the insurance premiums and benefits will remain the same. The district will continue to pay the district health insurance portion while the employee pays their portion the premium. You will have sole responsibility of paying for other voluntary coverage (e.g., dental, vision, life, etc) throughout your leave.

If you exhaust all state and local sick days and you are covered under health plan, the district will continue to pay (**up to twelve weeks**) the health premium portion and **you** will be responsible for paying the employee portion plus all voluntary coverage. When this occurs, you will need to make arrangements with Micaela Mirelez at (409)766-5128 to pay the employee portion of the monthly health care premium.

**If not released by your attending physician to return to work within the twelve week period, you MUST contact Dyann Polzin of Human Resources (409) 766-5124 to discuss your work status.** If you have SBEC certification, you may be able to apply for an extension to your leave. To find out if you qualify for an extension, please contact the Payroll Department at 409 766-5128.

If you have any questions regarding the Family and Medical Leave Act (FMLA), please contact Micaela Mirelez at [micaelamirelez@gisd.org](mailto:micaelamirelez@gisd.org)

Sincerely,

*Micaela Mirelez*  
*Payroll/Benefits Clerk*  
409-766-5128

