



Reasons for Using FMLA

Up to 12 Weeks:

- The birth of a child and to care for a newborn child within one year of birth,
- The placement with the employee of a child for adoption or foster care and to care for a newborn with the newly placed child within one year of placement,
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care,
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care,
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

Up to 26 Weeks:

- For a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (referred to as military caregiver leave).

Payment During Leave:

- FMLA will run concurrently with the use of sick leave or other paid leaves an employee has accrued such as personal days and vacation. Employees must use all sick leave before going on unpaid leave during the time they are using their FMLA leave.

Benefits While on Leave:

- During any period of unpaid FMLA leave, an employee who is currently on the district's medical, dental and life insurance plans are eligible to continue these coverages provided they continue to pay for the employee's share of the premiums. The Kettering City School District pays medical, dental, and life insurance premiums a month in advance. If an employee is on unpaid FMLA leave they will need to write a check by the 10th for the next month.