



## FAMILY MEDICAL LEAVE INFORMATION

Family Medical Leave (FML) **WHICH IS UNPAID LEAVE – may be requested** for the following events:

- Employee's own serious health condition
- To take care of a spouse, parent or child with a serious health condition
- Birth of a child, prenatal complications, to care for a newborn, or placement of a child for adoption or foster care

Both the mother and father of the child are entitled to use leave to stay home with a healthy newborn or newly placed child

Leave following the birth or placement of a child may be taken only during the first 12 months following the event

- A qualifying exigency resulting from a family member's call to active duty who is a member of the Reserves, National Guard, Retired Regular Armed Forces or Reserves, Regular Armed Forces or deployed to a foreign country
- To care for a family member who is a current U.S. Service member and becomes seriously ill or is injured in the line of duty while on active duty (also referred to as a military caregiver leave)

**There are 3 different kinds of FMLA leave:**

**Continuous FML:** An employee is absent for more than three consecutive business days and has been treated by a doctor.

**Intermittent FML:** An employee is taking time off in separate blocks due to the serious health condition that qualifies for FML. Intermittent leave can be in hourly, daily, or weekly increments. Intermittent FML is often taken when an employee needs ongoing treatment for their condition.

**Reduced Schedule FML:** An employee needs to reduce the amount of hours they work per day or per week, often to care for a family member or to reduce stress.

When they return from leave, FMLA guidelines require that school districts return employees to their former positions, assuming they are able to perform the essential functions of that position. If the employee is no longer able to perform his or her previous job, an alternative position with the same benefits, salary, and work hours must be provided to the disabled employee.

FMLA law states that it is the school districts responsibility to provide the necessary FMLA paperwork to its employees **if they express the need for leave**. FMLA guidelines outline the forms legally needed to take FML leave, and most schools add their own additional paperwork or notification policies.

**Employees must fill out three forms when they request family medical leave**

*The Director of Personnel will provide forms upon receiving **the request for FML from the employee.***

1. **The Request for Family Medical Leave (FML) Form.**
2. **The FMLA Medical Certification Form:** The employee's health care provider must complete a certification form in order to ensure the validity of the employee's, or the employee's immediate family members, serious health condition. The employee must return the certification within 15 days of receiving the form.

The employee will receive a **Designation Notice** form from the Personnel Office stating whether or not FML has been approved.

Note:

New FMLA forms are required for each new condition and FMLA leave.