

Family Medical Leave (FMLA)

Family Medical Leave (FMLA) 101

- Any employee who has missed/will miss more than 6 consecutive workdays for a medical reason must be put on approved leave (FML or TDL)
- Employees are eligible if they have been employed by the district for at least 12 months and worked at least 1,250 hours in the 12 months immediately preceding the need for leave.
- FML allows eligible employees a total of 12 work weeks of leave, without loss of any employment benefits, during a 12-month period for 1 or more of the following reasons:
 1. The employee's own serious health condition.
 2. To care for a spouse, parent, or child with a serious health condition.
 3. The birth of a child, to care for a healthy newborn, or placement of a child for adoption or foster care.
 4. A qualifying exigency resulting from a covered family member's active military duty or call to active-duty status.
 5. To care for a family member who is a covered US servicemember with a serious illness or injury that resulted from active military duty (i.e., military caregiver leave). Covers family members who are current servicemembers or veterans.
- FML is an unpaid leave. However, district policy requires employees to use all compensable time concurrently with any approved leave.
- The district will continue to pay its portion of the employee's health insurance premium for the approved FML period.
- FML runs concurrently (at the same time) with all other leaves.

FML Checklist

30 days before leave:

- Complete and return Request for FMLA Form to Tanya Simmons in Human Talent. If this is not practical due to unforeseeable circumstances, notice must be given as soon as feasible.
- Schedule an in-person meeting with Tanya Simmons in Human Talent to discuss information about the number of paid leave days available to you and general questions pertaining to leave.
- Notify your principal/supervisor of the need for leave.

15 days before leave:

- Make sure you or your physician returns the Medical Certification form (wh380). This must be completed fully and returned to HT for your leave to be approved. ***This can be faxed to 281-357-3289.***
- The Benefits department can answer any questions about your TISD benefits while on leave, including Disability Benefits.

Before returning from leave:

- 3 days prior to returning you must provide a completed medical release note from your physician to Tanya Simmons in Human Talent.

Tanya Simmons
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