

Family & Medical Leave Act (FMLA) / TEMPORARY DISABILITY (TD) LEAVE POLICY

FMLA and TD leave are unpaid leave programs.
 The district requires employees to use compensatory time and paid leave concurrently with FMLA/TD leave.
 You must notify CFISD Insurance within 31 days of childbirth to add a child.

Consult a Benefits Specialist for any questions regarding insurance benefits (medical, disability etc.):
 Benefits Specialist: 281-897-4138 (last name A – K) or 281-897-4747 (last name L – Z)
 Disability Insurance Questions & Forms 281-897-4010

	FMLA Leave	Temporary Disability Leave
Criteria	<ul style="list-style-type: none"> Employee must have been employed by CFISD for 12 months or more; Employee must have worked at least 1,250 hours within 12 months; and Employee must not have exhausted FML coverage in the last 12 months. 	<ul style="list-style-type: none"> Employee does not meet FMLA criteria; or Employee has exhausted all FML days in previous 12-month period.
Leave Reasons	Coverage for medical conditions incurred by an employee, employee's spouse, child(ren) 17 years or younger or with a disability and/or employee's parents (does not include in-laws).	Coverage for an employee's own illness/injury.
Types of leave	Consecutive – absences greater than 3 consecutive days. OR Intermittent – absences less than 4 consecutive days. <ul style="list-style-type: none"> Limited to a maximum 20% of the time period identified on the certification form (i.e., one absence per week). 	Consecutive only - absences must be more than three (3) consecutive days of absence to be covered under TD leave policy. No intermittent leave coverage available.
Maximum Leave Time	12 work weeks. Does not include weekends and holidays.	Hourly employees- 60 workdays Contract employees - 180 calendar days (includes weekends/non-workdays).
Medical Documentation Required	Medical certification form or physician's note on (physician/clinic letterhead): <ul style="list-style-type: none"> the date absences began, the qualifying serious health condition (medical facts), and an approximate amount of time required for recovery/release date updated medical documentation required every 30 days. 	
Dock Days/ Unpaid Status	For contract employees, if the leave period has more than 5 unpaid days, paychecks will stop until the employee returns to work. Upon return, paychecks will be recalculated based on the number of days remaining in the contract year and restart based on payroll deadlines. Recalculated paychecks continue through the end of the contract year pay cycle.	
Unpaid Status/ Insurance Coverage	In an "unpaid" status, elected health care coverage <i>will not</i> be cancelled. The employee will be required to pay insurance premiums.	In an "unpaid" status, elected health care benefits <i>will</i> be cancelled and COBRA health care coverage will be offered for the remainder of the medical leave period.
Unpaid Status/ last 10 days of contract	If in 'UNPAID STATUS', and employee is not released to return to work prior to the last 10 days of the contract period, the earliest return to work date will be the first day on contract for the new school year. If paychecks have been processed to stop, paychecks will restart after employee's return to work, based on payroll schedule.	