

FMLA FAQ's

What is FMLA?

The Family Medical Leave Act of 1993 (FMLA) provides unpaid, job-protected leave to eligible employees, allowing up to 12 work weeks of leave for specified family and medical reasons during a 12-month period.

What types of leave qualify for Family Medical Leave (FML)?

You may be eligible for FML if you are unable to work because of your own serious health condition, to care for your spouse, eligible child or parent who has a serious health condition, the birth, and care of your newborn child, or involvement in the placement of a child through adoption or foster care.

Who is eligible?

To be eligible for FML, employees must have worked for NCISD for at least 12 months and have worked a minimum of 1,250 hours within the past 12 months prior to the start of the leave request. Leave may be taken to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of his or her own serious health condition.

Who would be a covered family member?

The employee's spouse, eligible child, or parent.

How will I know if I'm eligible for FML?

Once you have submitted the Family Medical Leave form, it will be reviewed for eligibility. The eligibility process begins with confirming the employee worked 12 months and 1,250 hours within the 12 months. Once the eligibility is confirmed, the employee will receive communication via email, certified letter, or both, confirming approval or denial of the FML request.

Will I be required to provide other information for my leave to be approved?

Yes, FML requires the employee to submit a Request for Family Medical Leave form. The employee will complete page 1 of the form and submit the remainder of the form to their physician for completion. If an employee submits their request to the WC/FML/Leave Specialist without the completed physician's statement, the employee is given a 10-15 day period to submit the completed FML application. If the certification is not provided in a timely manner, the request for FML could be denied or delayed.

Will I be paid during my FML?

FML grants the right to **unpaid** leave. However, pursuant to NCISD Board Policy, employees are required to use personal leave time (state sick, state, local, and vacation), which is taken concurrently until the leave time is exhausted or the FML leave ends, whichever comes first.

How are my insurance premiums paid while I am on FMLA?

NCISD will continue to pay the employer portion of health and life insurance premiums. Employees are responsible for their portion of insurance premiums, if any, while on leave. Contact the Employee Benefit Specialist regarding making a payment if you do not receive a paycheck while on FMLA.

What do I have to do when I am ready to come back to work?

In all cases, employees must contact the Risk Management Specialist and their supervisor before returning to work. They must, with the exception of Care for Family Member, provide the Risk Management Specialist with a copy of their Fitness for Duty release at least five working days before returning. The Fitness for Duty release should include any necessary work restrictions or modifications.

What if I am not eligible for FML?

If an FML request is denied, the next process would be to contact your Risk Management Specialist for additional options.

Where do I go to obtain forms for FMLA and for more information?

Contact the Risk Management Specialist at mstuard@newcaneyisd.org for additional information.