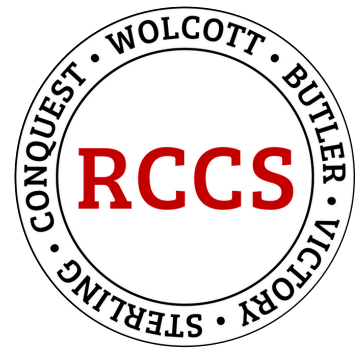


FMLA Quick Guide

The Family and Medical Leave Act (FMLA) provides worker protections while on a leave of absence for qualifying purposes. FMLA is **unpaid leave**.



How do I qualify for FMLA?

Have you worked here for at least 12 continuous months?



Over the past 12 months, have you worked at least 1,250 hours?



What is FMLA used for?

Birth of a child or placement for adoption/foster care

Your own serious health condition

Care for a child, spouse, or parent with a serious health condition

FMLA Request Process

This is not an all-inclusive resource, please visit the [NYS website](#) for more information.

- 1 As soon as you know that you will need a leave of absence, contact your supervisor and the business office.
- 2 If applicable, send a medical note to the business office. This will be used to determine the eligibility of the leave.
- 3 The business office will send you paperwork notifying you if you are eligible for FMLA.
- 4 If you are eligible, the leave will be submitted for BOE approval. Your personal information is **not** included in these public documents.
- 5 Once you are approved, you will receive paperwork from the business office. If the dates or terms of your leave change, notify the business office as soon as possible.