Family Medical Leave (FMLA)

Family Medical Leave 101

- Any employee who has missed/will miss more than 5 consecutive work days for a medical reason must be put on an approved leave.
- Employees are eligible if they have been employed by district for more than 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 12-month period for 1 or more of the following reasons:
    1. The employee's 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 service member with a serious illness or injury that resulted from active military duty (i.e., military caregiver leave). Covers family members who are current service members and 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 concurrent with all other leaves.

FML Checklist

- 30 days before leave – complete and return Request for FMLA and Use of Leave Authorization forms to the Strategic Compensation Coordinator. If this is not practicable due to unforeseeable circumstances, notice must be given as soon as feasible.
- Notify your supervisor of the need for leave.
- Make sure your physician returns the Medical Certification within 15 calendar days of you receiving it. This must be completed fully and returned in order for your leave to be approved.
- Contact the Coordinator of Leaves, Benefits & Compensation for information about the number of paid leave days you have available and general salary questions pertaining to leave.
- The Coordinator of Leaves, Benefits & Compensation can answer any questions about your JISD benefits while on leave.
- Before returning to work, you must provide a Fitness for Duty to the Coordinator of Leaves, Benefits & Compensation.