



## Family illness Leave Frequently Asked Questions

### **What is family illness leave?**

Eligible employees have up to 12 weeks of unpaid leave each year for any of the following reasons:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

### **Can I use my sick leave?**

If you are missing more than 5 days for family illness a [Leave of Absence Request](#) will, be required. You must specify if the request is for continuous or intermittent leave for FMLA. FMLA allows employees to use their accrued paid time off (like vacation or sick leave) concurrently with FMLA leave. This means that while the leave is FMLA-protected, the employee can still receive their regular paycheck for the duration of their accrued paid time.

### **Am I eligible for FMLA?**

Yes, if you have:

- Worked for WCSD for at least 12 months, and
- Worked 1,250 hours in the last 12 months

You may receive up to 12 weeks of job-protected leave.

### **What's the process to request family illness leave?**

1. Notify your supervisor
2. [Submit a leave of absence request](#)

**Will I keep my job?**

Yes, if you qualify for FMLA, your job is protected for 12 weeks. Longer absences may require review and are not guaranteed.

**Will my benefits be active?**

Yes. The Family Medical Leave act (FMLA) requires that their group health benefits be maintained during the leave.

**Do I have to submit medical documents?**

Yes, supporting documentation is required for all FMLA requests. A Certificate of Health care provider must be completed by the family member's medical provider stating they will need assistance for daily functions and that the employee will be caring for the patient.