



Personal Medical Frequently Asked Questions

What is a personal-medical leave of absence?

A personal-medical leave of absence is granted to employees who are unable to work due to their own illness, injury, recovery, or a disabling condition.

Who is eligible to request personal medical leave?

All WCSD employees are eligible to request personal medical leave. Eligibility for FMLA protections requires at least 12 months of service and 1,250 hours worked in the past year.

How do I apply for medical leave?

[Submit a leave of absence request](#)

Will I be paid during medical leave?

You will be paid if you have accrued sick leave. Once sick leave is exhausted, you may use personal or vacation leave or request unpaid leave.

Am I eligible for FMLA protection?

Yes, if you've worked at least 1 year and 1,250 hours in the prior 12 months. FMLA provides up to 12 weeks of job-protected leave.

Do I keep my benefits during leave?

Yes, if in paid or FMLA-protected status. If leave becomes unpaid and FMLA is exhausted, you may have to pay the full insurance premium.

What is FMLA and how do I qualify?

The [Family and Medical Leave Act \(FMLA\)](#) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an

eligible employee with 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.

Do I need to provide a doctor's note?

Yes. A medical certification is required to approve the leave, and you may be asked to submit a fitness-for-duty form before returning. The benefits department can provide you with medical certification.

Can I use sick leave for doctor's appointments?

Yes. For short-term absences like appointments or minor illness, use regular sick leave, not FMLA.

Can I return to work part-time or with restrictions?

Yes, if supported by a doctor's note and approved by the benefits department and your supervisor.