

Family Medical Leave Act (FMLA)

Your Guide To
Navigate Life's
Unexpected Turns



WHY FMLA MATTERS?

- ✓ Offers Job Protection
- ✓ Offers Health Insurance Continuation
- ✓ Offers Peace of Mind
- ✓ Offers Work-Life Balance

FMLA SNAPSHOT

The Family and Medical Leave Act (FMLA) provides employees with peace of mind knowing that the time away from work they may need to address their own serious health condition, bond with their newborn child, and/or care for an eligible family member with a serious health condition is legally protected time. This is a state and federal regulation set by the government – it is not an elective health benefit.

There are two types of FMLA:

- 1.State FMLA (i.e.: Wisconsin FMLA)
- 2.Federal FMLA



OVERVIEW OF ELIGIBILITY REQUIREMENTS

To provide an overview about meeting FMLA eligibility requirements, we determine an employee's eligibility for FMLA leave based on two criteria.

- ✓ An employee must have worked for ECASD for at least **one** year prior to the start of their leave and;
- ✓ we additionally will confirm their number of hours, 12 months **prior** to the start of their leave.

Since there is Wisconsin and federal FMLA, the hours-worked requirements vary slightly.

WISCONSIN FMLA VS. FEDERAL FMLA: Understanding the eligibility differences

To be eligible for **Wisconsin FMLA**, an employee must have worked and/or been paid at least 1,000 hours or more, 12 months prior to the start of their leave.

To be eligible for **federal FMLA**, an employee must have worked at least 1,250 hours or more, 12 months prior to the start of their leave.

When an employee qualifies for both, Wisconsin and federal run concurrently.

FMLA ELIGIBILITY IN ACTION

Because employment in a school district comes with unique circumstances, determining FMLA eligibility isn't always straightforward

WHAT COUNTS TOWARDS MY HOURS-WORKED?



For Hourly Staff:

All time carded hours whether the hours are submitted via Skyward or a paper timecard count towards the hours-worked eligibility requirement



For Certified Staff:

Contracted hours are counted towards the hours-worked eligibility requirement



Certified Staff & Summer School

Summer school hours are contracted hours; therefore, the hours worked during summer school count towards



Certified Staff & Extra Activities

Extra activities are not counted towards hours worked. Extra activities would include coaching and extracurriculars.



Meet Blake

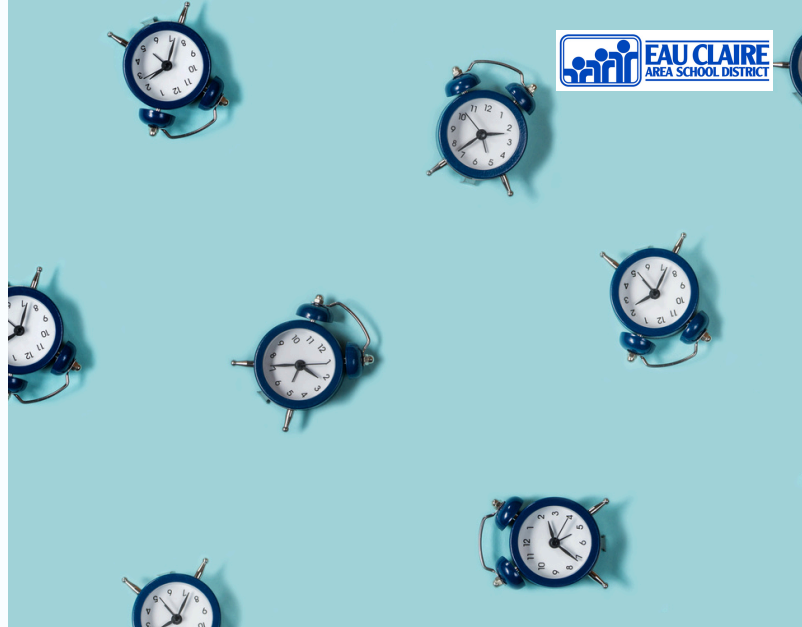
Blake is having an upcoming surgery in October 2026, making October 2026 the start of Blake's FMLA leave. We confirmed that Blake's employment with ECASD began in August of 2023, so they meet the one-year eligibility requirement.

Now, we need to confirm Blake's hours-worked leading up to October 2026, so we complete a "12 month look back". We will review Blake's hours-worked and paid from October 2025 - September 2026.

In this time frame, Blake has worked 1,325.50 hours; therefore, making them qualified for Wisconsin and federal FMLA.

FMLA Leave: How Much Time Can You Take?

Understanding the fundamentals



When an Employee is Wisconsin FMLA Eligible Only

- ✓ **For one's own serious health condition:** an employee is eligible to use up to 2 weeks in a given calendar year
- ✓ **For an eligible family member's serious health condition:** an employee is eligible to use up to 2 weeks in a given calendar year for only one eligible family member
- ✓ **For maternity or paternity leave:** an employee is eligible to use up to 6 weeks in a given calendar year

Multiple Reasons - Shared 8 Week Entitlement

Employees may use Wisconsin FMLA for multiple qualifying reasons, but all family leave counts toward a combined maximum of 8 weeks in a 12-month period.

When an Employee is Federal & Wisconsin FMLA Eligible

An employee is eligible to use up to 12 weeks in a given calendar year for the following reasons:

- ✓ **One's own serious health condition**
- ✓ **An eligible family member's serious health condition**
- ✓ **Maternity/paternity leave**
- ✓ **Qualifying exigency leave**

An employee is eligible to use up to 26 weeks in a given calendar year for the following reason:

- ✓ **For military caregiver leave**

Multiple Reasons, One Entitlement



Employees may take FMLA leave for different qualifying events, but all qualifying leave counts towards the same 12-week FMLA entitlement within the applicable 12-month period



FMLA hours reset at the beginning of each calendar year, provided the employee continues to meet eligibility requirements. If an employee has an ongoing or long-term medical condition, they must submit a new FMLA Request Form for the new calendar year. An updated Medical Certification Form may also be required if the certification currently on file includes leave dates that are no longer valid.

FMLA Forms and Documentation

To get started, you will need to submit the following **two** forms:



FMLA Request Form

Complete this form at the following link:
[FMLA Request & Guidelines Form](#)



FMLA Medical Certification Form

This form must be completed by the healthcare provider of the individual seeking care or treatment.

Below are links to the forms for an employee's own serious health condition and for an eligible family member's serious health condition.

- **For Employee's own serious health condition:** [Medical Certification Form \(For Employee\)](#)
- **For an Eligible Family Member's serious health condition:** [Medical Certification Form \(For Family Member\)](#)

Healthcare providers can fax the completed Medical Certification Form directly to HR at the fax number provided on the form if an employee signs a medical release form with their provider. Medical release forms are provided by the healthcare provider.

Completed forms can also be emailed to HR at AskHumanResources@ecasd.us or by fax at **715-852-3056**

Frequently Asked Questions



"Should I submit for FMLA even though I'm only taking a few days off?"

Yes, if you plan to take or unexpectedly need to take 3 or more days off, whether consecutively or intermittently.

"Should I notify my supervisor/principal that I'm taking FMLA?"

Yes, this allows your manager to plan for your time away. You don't have to disclose the reason for your FMLA leave if you'd prefer not to, but you should let them know you'll be taking leave, when you'll be out, and whether any coverage arrangements need to be made during your absence.



"How do I secure a sub for my leave?"

You will work with your supervisor or principal with this. Your supervisor or principal will notify Human Resources using a "Long-Term Sub Request Form". You may also share the name of your sub with HR when you submit your FMLA request for extra reassurance.



All forms can also be found on the Human Resources Sharepoint page

Maximize Your FMLA Leave



Accrued Paid Time Off

FMLA itself is unpaid, protected time; however, you can choose to use your accrued paid time off (such as your sick, personal, and vacation time) concurrently with FMLA. Using your accrued time during leave can help cover insurance premium contributions. Upon your FMLA request, let HR know if you'd like to use your accrued time during FMLA.



HR will enter your leave into Red Rover on your behalf. Please email HR at AskHumanResources@ecasd.us to notify.

Short-Term Disability

Employees enrolled in the district's short-term disability benefit may use short-term disability benefits concurrently with FMLA leave, if eligible. The Payroll & Benefits department works closely with the short-term disability benefit and all other elective health benefits, please contact them at AskPayroll@ecasd.us for any questions.



Maintain Health Benefits & Reduce Out-of-Pocket Costs

Under FMLA, employees enrolled in the district's health benefits will continue to receive coverage during their FMLA leave. Employees may also use their HRA funds for eligible medical expenses. For further information pertaining to health benefits, please contact the Payroll & Benefits department at AskPayroll@ecasd.us

FMLA Ineligible: What it Means and What Comes Next

What it means:

We can continue to monitor your eligibility and confirm whether you may eventually meet Wisconsin and/or federal FMLA requirements; however, please note, that additional time away from work could affect your ability to accrue the hours required for FMLA eligibility.

Below are alternative options you may consider ensuring your time away from work is appropriately documented and supported:



Accrued Paid Time/ Payroll Deduction (Unpaid) Days

If you are aware of a need for intermittent time off or a leave of fewer than 11 consecutive days, you may utilize your available accrued paid time and/or use "Payroll Deduction" (unpaid) days. Please refer to the Employee Handbook for additional information regarding the appropriate leave banks and time-off policies. Link to current Employee Handbook: [Employee Handbook](#)



Unpaid Leave of Absence (LOA)

If you anticipate needing a leave of absence for 11 or more consecutive days, an unpaid leave of absence will be required. To request an unpaid leave of absence, please complete the following electronic form: [Unpaid LOA Request Form](#)

Questions? We're here to help!

Connect with us in person, virtually, or by phone. Reach out today to schedule a conversation.

Human Resources Contact Information

Email: AskHumanResources@ecasd.us

Phone: 715-852-3054

Fax: 715-852-3056