Hazlehurst City School District
Excellence is the Expectation
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HUMAN RESOURCES

FMLA

"Under the Family and Medical Leave Act, most employers with 50 or more employees must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons: for the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (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.

- Any employee that is out, or will be out, of work more than 3 consecutive days is required to submit an FMLA application.
    - Not all employees will qualify for FMLA protection.
- There are 4 types of FMLA leave:
    - Military Family Leave
    - Employee Serious Health Condition Leave
    - Family member serious health condition leave
    - Illness of covered service member
- The certification will be included on the Board Agenda following submittal.
- Once FMLA is approved or denied the employee will be notified in writing.
    - If an employee goes into leave without pay, they will be responsible for submitting payment of their portion of insurance premiums usually held from their check.

- Certified Staff
    - Failure to submit FMLA paperwork will have an impact on your sub-dock days.