

FMLA Help-Sheet

Overview:

- FMLA protects your position and your benefits if you need to take a qualified FMLA absence.
- A qualified Medical FMLA absence includes time off (or a leave) for your own serious health condition or time off (or a leave) to care for your parent or your child who is experiencing a serious health condition.
- A qualified Family FMLA absence includes time off (or a leave) to care for a new born child, placement of an adopted child, placement of a child for foster care, to care for covered service member, or for a qualified military exigency.
- FMLA protects absences up to 12 weeks in a 12 month period (26 weeks to care for a qualified service member).
- FMLA can be a paid absence, it can be an unpaid absence, or it can be a combination of paid and unpaid. FMLA protection does not mean that the absence is paid. Paid and unpaid absences are governed by your PAL balance and by your Bargaining Unit contract.

Do you qualify for FMLA protection?

- You must have been employed by the District for at least 12 months.
- You must have worked at least 1250 hours in the prior 12 month period.
- Your Benefit Specialist will review your history to determine qualification.

Some examples of common FMLA absences (this is not an exhaustive list):

- Common cold, flu, migraines, etc - **if** the condition causes an absence of more than three consecutive days **and** requires first treatment within 7 days of the first day of incapacity and two or more treatments within 30 days of the first day of incapacity, unless extenuating circumstances exist.
- Inpatient care.
- Incapacity due to pregnancy or prenatal care.
- Chronic conditions that require treatment.
- Please contact your Benefit Specialist if you have questions.

What you need to do:

- If your absence is ten (10) days or less, enter your paid and/or unpaid time off in ERMA.
- If your absence is more than ten (10) days, contact your Human Resources Specialist for the appropriate paid/unpaid leave form.
- Regardless of whether the absence is more or less than 10 days, if your absence is due to a serious health condition, have your physician complete the "Certification of Health Care Provider for Employee's Serious Health Condition" form and return the completed form to your Benefits Specialist.
- If your absence is to care for a parent or child with a serious health condition, their physician should complete the "Certification of Health Care Provider for Family Member's Serious Health Condition" form and you should send the completed form to your Benefits Specialist.
- If your absence is to care for an eligible service member with a serious health condition, their DOD, VA, or DOD TRICARE physician should complete the "Certification for Serious Injury or Illness of Covered Service member for Military Family Leave" form and you should send the completed form to your Benefits Specialist.
- If your absence is due to a qualifying exigency for military family leave please complete the "Certification of Qualifying Exigency for Military Family Leave" form and you should send the completed form to your Benefits Specialist.
- Please note that the "Certification of Health Care Provider" form is separate and different than the doctor's note that may be required by your supervisor or for the Human Resources leave form.

More information:

- FMLA absences are case specific; always contact your Benefits Specialist with FMLA questions.
- Lengthy maternity leaves are often a combination of FMLA Medical leave and FMLA Family leave. Maternity medical leaves are generally six (6) weeks (or eights (8) weeks if cesarean). Leaves after the initial six weeks (or eight weeks) generally fall under FMLA Family leave. Remember that paid leave is governed by your PAL balance and your Bargaining Unit contract.
- Typically you will pay your normal insurance premiums during a FMLA protected leave. If your leave extends past your FMLA protection, you can elect to continue your insurance coverage at full cost. Current insurance cost information can be found on the Districts web site.