

Family Medical Leave Act of 1993 (FMLA)

Definition

The Family and Medical Leave Act of 1993 (FMLA) is a federal legislation that requires employers having 50 or more employees to allow eligible employees to take up to twelve weeks of unpaid, job-protected leave, in any twelve month period.

Request for FMLA

An employee may request family medical leave by providing the following documentation:

- Family/Medical Leave Employee Request Form.
- Medical Certification From Health Care Provider.

Eligibility

The employee must meet the following criteria to be eligible for FMLA:

- Employed by the district for at least 12 months and
- Worked for 1,250 hours during the previous 12-month period.

Entitlement

An eligible employee is entitled to leave under FMLA for one or more of the following reasons:

- because of the birth or adoption, including placement for foster care, of the employee's child and in order to care for the child, provided the leave is taken within 12 months of the birth, adoption or placement of the child;
- to care for the employee's spouse, child or parent if the spouse, child or parent has a serious health condition;
- because of the employee's serious health condition that makes the employee unable to perform functions of his or her position.

District's Notification

Once eligibility has been determined, the Employee Benefits Department will mail the employee a notice of approval or denial.

Insurance Premiums

The employee **must** continue to make payments for their insurance premiums while they are out on leave. If they do not receive a paycheck, they must bring a personal payment to the Employee Benefits Dept. Failure to make insurance payments may result in cancellation of coverage.

Once FMLA leave has expired or the employee received notice that they were ineligible for the leave, the employee will become responsible for the entire cost of their medical insurance premium. This cost will increase by \$350.00 in addition to their normal payroll deducted amount. Once the employee is actively at work, the District will then resume payment of its portion (\$350.00) of the medical insurance premium.

Expiration of FMLA Leave

The District will send an expiration notice to the employee informing him/her of what steps need to be taken next.