

FMLA Guidelines

What is Family and Medical Leave ACT?

- A federal law signed in 1993 guaranteeing three benefits to eligible employees:
 1. Allows leave for a qualified reason
 2. Continuation of health care benefits
 3. Restoration to same or equivalent position upon return from leave

Who is eligible to take leave?

- Employees are eligible to take leave if they have worked:
 - For the same employer for twelve months **and**
 - At least 1250 hours in the previous 12 months period
 - At a worksite when 50 or more employees are employed by the company within a 75 mile radius of the worksite.

How much leave may an employee take?

- Eligible employees may take up to 12 weeks during any 12 month period
- Leave can be taken
 - All at once or
 - Intermittently (used for periodic medical treatments-requires supervisor's approval)

What family or medical situations qualify for leave?

- See Board Policy and Procedures (**DECA Legal**)

Steps to request FMLA (employee responsibility)

All forms can be found at La Joya ISD website

- Employee must complete FMLA Request Form if out for 3 or more consecutive days.
- Form **must** be completed prior to taking leave.
- If leave is foreseeable, request must be submitted at least **30 days prior** to start of leave.
- Medical Certification Form must be submitted within 15 days of start of leave.
- Certification Form must be completed by medical provider.
- Call SEMS system to report all absences.
- To return to work employee must present "fitness-for-duty" certification or medical release form to Employee Benefits Department.

Campus Responsibility

- Direct employee to complete FMLA Request Form.
- Fax completed request form to Employee Benefits at (956) 580-5052
- Employee may return to work only if they present signed verification form from Employee Benefits Department.