



Maxahachie  
Independent School District

# Everything YOU Need to Know About FMLA



**Family and Medical Leave Act**

# What is FMLA?

- FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

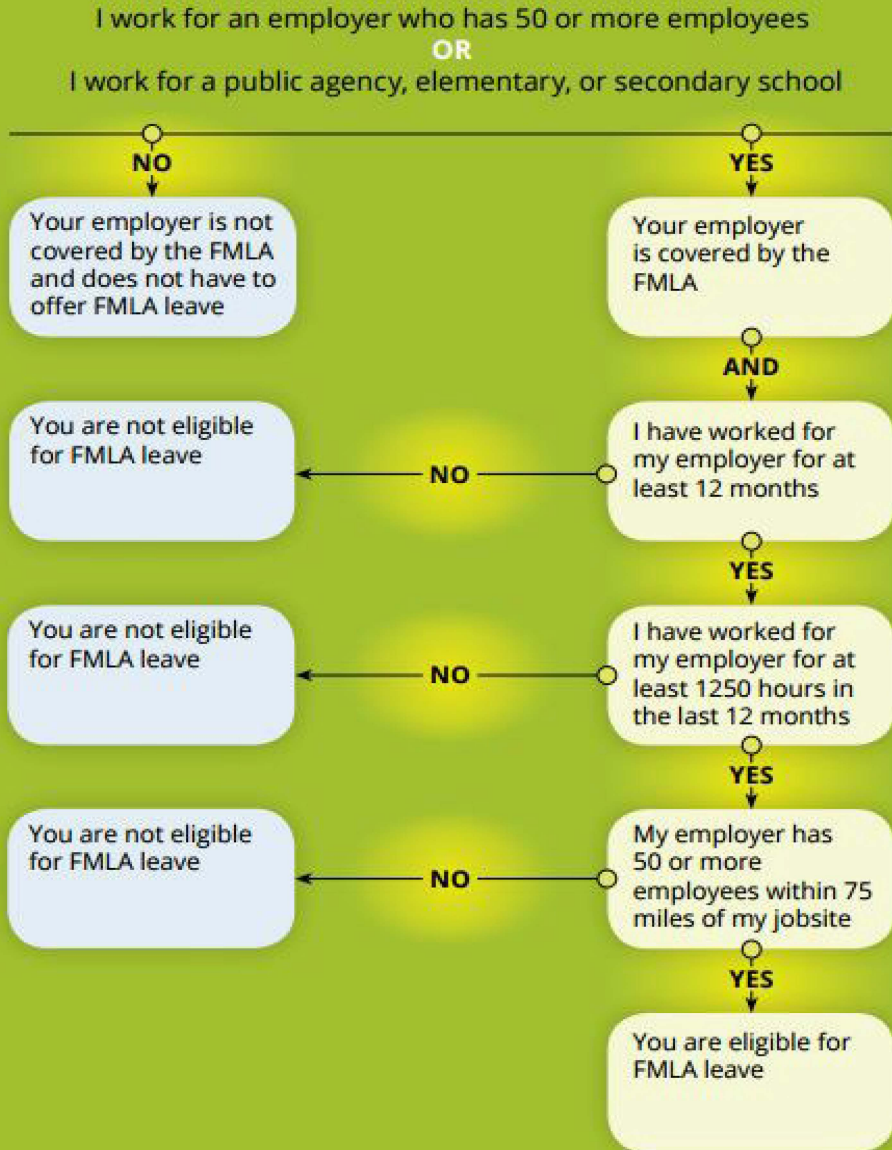
- ▶ –Each underlined term will be defined



# Eligible Employees

- An **eligible employee** is one who:
  - Works for the district in a part-time or full-time position (excludes substitute staff);
  - Has worked for the employer for at least *12 months*;
  - Has at least *1,250 hours* of service for the employer during the 12 month period immediately preceding the leave

# Am I Eligible for FMLA Leave?



ARE YOU  
ELIGIBLE?



# FMLA - Unpaid Leave

FMLA is not paid leave, but your State & Local leave will be used concurrently during your FMLA leave.

–You may also be eligible for Sick Leave Bank.

(Please see **Shirley Buster** in Human Resource for Sick Leave Bank.)

# FMLA - Unpaid Leave

FMLA leave, and any leave available, must be taken on a concurrent basis.

–This means that the FMLA and leave available start on the same day.

**Start of FMLA**  •Maximum end date of FMLA - 12 weeks

Start of 60 days paid leave  •End date of Paid Leave - 60 days



# FMLA - Unpaid Leave

- **The unpaid FMLA leave is up to 12 weeks during a 12-month period**
  - The look back period is the 12 month period prior to your leave.
- **Weeks that you are not scheduled to work, do not count.**
  - Examples: Winter break, spring break, or summer break (for 10 or 11 month employees)

# Job-Protected Leave

- ▶ • Upon return from FMLA leave you will be placed in your original job (or an equivalent job) with equivalent pay, benefits and other terms and conditions of employment.
  - You will not lose your job while on FMLA leave and/or paid leave, whichever ends later.
  - If you do not return to work after your FMLA leave, your job-protected leave will end.



# Specified Family and Medical Reasons

There are two (2) main types of Leaves:

- Family & Medical Leave
- Military Family Leave

The reasons for each type of leave are different.

# Specified Family and Medical Reasons

- ▶ Family & Medical Leave reasons include:
  - Birth of son/daughter or placement of a son/daughter with you for adoption or foster care.
  - To care for a spouse, son, daughter, or parent who has a serious health condition; or
  - For a serious health condition that makes you unable to perform the essential functions of your job.





# Specified Family and Medical Reasons

- **Military Family Leave**

- **Qualifying Exigency Leave**

- Up to 12 workweeks of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty

- **Military Caregiver Leave**

- Up to a total of 26 workweeks of unpaid, job-protected leave during a “single 12-month period” to care for a covered service-member with a serious injury or illness.





- Visit your Benefits Department
  - We will walk you through the FMLA process from determining your eligibility for FMLA to your return to work.



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