



# FAMILY AND MEDICAL LEAVE ACT

## What is FMLA?

The Family and Medical Leave Act of 1993 – or FMLA – is a federal law that entitles eligible employees to take unpaid, job-protected leave for specific 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.

## What does FMLA mean to you?

FMLA recognizes that your life is a mixture of professional obligations and personal responsibilities. Most of the time, you are able to balance family needs with your regular work schedule. However, there are times when family or personal needs are so pressing that you need to shift the balance temporarily. FMLA can help you do that in a way that is fair to both you and to Leon County School Board (LCSB).

## Reasons for leave covered under FMLA

- Birth of a child
- Care of a child after birth
- Care of a child after adoption
- Care of a seriously ill family member (spouse, child, parent, foster parent)
- Serious personal illness
- Military caregiver/qualifying exigency

Any of these situations would qualify you for leave under the Family and Medical Leave Act.

## Military Caregiver and Qualifying Exigency Leave

An employee who is a caregiver of a relative who suffers serious injury or illness during active military duty, or who has a qualifying exigency, may qualify for a category of FMLA leave as described in Board Policy. This leave entitlement is for unpaid leave, but an employee may use his/her accrued leave to remain in pay status during the approved leave period. Paid leave runs concurrent with FMLA.

## What this means for you?

- You are entitled to up to 12 weeks of **unpaid** leave during any 12 month period (LCSB uses a rolling calendar).
- Both women and men qualify equally for FMLA.
- You will be required to provide LCSB with an applicable medical certificate from your physician for your reason for leave.
- You may use accrued paid annual leave and/or sick leave as part of your leave which runs concurrent with FMLA.
- You may use the 12 weeks intermittently or on a reduced leave schedule.
- LCSB must maintain your insurance benefits during your leave. LCSB will continue to pay its contribution towards your health insurance premium provided you pay your contribution amount. After 12 weeks, the entire premium is your responsibility. All other insurance premiums are your responsibility during and after the 12 weeks. Arrangements for payments must be made with the Benefits Department.
- When you return from FMLA leave, you are entitled to the same or an equivalent job at the same salary.
- You are required to provide LCSB **30 days advance notice** when you can foresee the need for leave. If the need is unforeseeable, you must give notice as soon as practicable, generally within the same or next business day. You must let your supervisor know how long you need to be out and when you expect to return to work. Failure to provide timely notice may result in denial of the leave.

## How to receive benefits under FMLA

- You must complete a leave form(s) with your site administrator.
- You must complete and return the FMLA application which includes the medical certificate in a timely manner.
- Call the Benefits Department for an appointment to discuss your leave and payment of your insurance benefits while you are on leave.

## General Information

- LCSB uses a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave when calculating the 12 weeks.
- This publication is designed to provide an overview of the FMLA.
- For more information, refer to Board Policy and Procedures.