

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law that allows eligible employees to take unpaid, job-protected leave for specified family and medical reasons. This act ensures that employees can balance their work and family responsibilities without fear of losing their jobs.

To be eligible for FMLA, an employee must meet the following criteria:

- Has worked for the District for at least 12 months
- Have at least 1,250 hours of service during the 12 months prior to the start of the leave

Eligible employees may take up to 12 weeks of unpaid leave in a 12-month period for the following reasons:

- The birth and care of a newborn child
- The placement of a child for adoption or foster care
- To care for an immediate family member (spouse, child or parent) with a serious health condition
- A serious health condition that makes the employee unable to perform their essential job functions
- Specified reasons relating to certain military deployments. Certain military reasons may also offer extended leave (up to 26 weeks)

Employees must provide 30 days' advance notice when the need for leave is foreseeable. In cases where the leave is not foreseeable, employees should notify the Benefits team as soon as possible.

Additionally, employees must provide sufficient information to determine if the leave qualifies for FMLA protection; and provide the anticipated timing and duration of the leave.

Before returning to work, employees must provide the Benefits team with all necessary documentation supporting their return. Failure to return to work on the agreed-upon day may result in disciplinary action.

If you have any questions regarding FMLA, please call Benefits at (801) 374-4879.

