

Family Medical Leave (FMLA)

FMLA 101

- Any Employee who has/will miss more than 5 consecutive work days for a medical reason must be placed on an approved leave (FML or TDL)
- Employees are eligible if they have been employed by the district for more than 12 months, and worked at least 1,250 hours in the 12 months immediately preceding the need for leave.
- FML allows eligible employees a total of 12 work weeks of leave, without loss of any employment benefits, during a school calendar year for 1 or more of the following reasons:
 - *The employee's serious health condition.*
 - *To care for a spouse, parent, or child with a serious health condition.*
 - *The birth of a child, to care for a healthy newborn, or placement of a child for adoption or foster care.*
 - *A qualifying exigency resulting from a covered family member's active military duty or call to active duty status.*
 - *To care for a family member who is a covered US service member with a serious illness or injury that resulted from active military duty (i.e., military caregiver leave). Covers family members who are current service members and veteran*
- FML is an unpaid leave. However, district policy requires employees to use all accrued days concurrently with any approved leave.
- The district will continue to pay its portion of the employee's health insurance premium for the approved FML period.
- FML runs concurrent with all other leaves.

FMLA Checklist

- 30 days before leave – submit Leave of Absence request form to Marsha Goertz. If this is not practicable due to unforeseeable circumstances, notice must be given as soon as feasible.
- You will be given a medical certification form to have your physician complete and return within 15 calendar days before your leave can be approved
- Notify your supervisor of the need for leave.
- Contact your Payroll Specialist for information about general salary questions pertaining to extended leave.
- Watch for important information about any supplemental benefits you may have. This will come via email from Marsha Goertz.
- Before returning to work, you must provide a medical release note from your physician to Marsha Goertz.

Marsha Goertz
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