

FMLA ELIGIBILITY

An eligible employee is one who:

- Has worked for the employer for at least 12 months as of the date the FMLA leave is to start.
- Has at least 1,250 hours of service for the employer during the 12-month period immediately before the date the FMLA leave is to start.

12 Months of Employment:

The 12 months of employment do not have to be consecutive:

- Part-time, temporary, or seasonal work generally counts towards the 12 months of employment.

1,250 Hours of Service:

Only the time actually worked, including overtime hours worked, is counted. Time not actually worked, including vacation, personal leave, sick leave, holidays, and any other form of paid time off (PTO) is not counted towards the 1,250 hours of service

SCSD QUICK GUIDE TO FMLA

WHAT IS FMLA

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job and benefit protected leave for specified family and medical reasons.

Eligible employees may take up to 12 workweeks (60 working days) of leave in a 12-month period.

CIRCUMSTANCES THAT QUALIFY FOR FMLA LEAVE

Eligible employees may take up to 12 workweeks of FMLA leave in a 12-month period for the following qualifying reasons:

- The birth of a child and to bond with the newborn child within one year of birth,
- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement,
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care,
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care

BENEFITS

Employees who are on FMLA leave will receive benefit protection for the duration of their FMLA leave.

- If an employee on FMLA exhausts their paid time available their benefits will be invoiced to them at the employee rate.



EMPLOYEES SERIOUS HEALTH CONDITION (CONTINUOUS)

Qualifying employee can take a continuous FMLA leave due to their own serious health condition.

An SCSD an employee looking to take a continuous FMLA leave their own serious health condition MUST:

1. Notify the HR Department of their need to take FMLA for their own serious health condition.
2. Supply Health Services with a doctors note taking them out of work for their serious condition.

• A serious health condition is a condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care.

3. Provide periodic updates to Health Services regarding the status of their condition.
4. When medically cleared, an employee must supply a return-to-work notice to Health Services before reporting back to work.

Employees out on FMLA for their own serious health condition are eligible to use Sick, Personal, Family Illness, and Vacation time (if available).

IMMEDIATE FAMILY MEMBERS

Qualifying employees can take FMLA leave due to a serious health condition of the following immediate family members:

- Spouse
- Parent
- Son or Daughter

An SCSD an employee looking to take FMLA leave for an immediate family member MUST:

1. Notify the HR Department of their need to take FMLA for a qualifying family member.

If the employee qualifies for FMLA the HR department will supply the employee with a Certification of Family Members Serious Health Condition Form. The employee MUST:

2. Return the completed Certification of Family Members Serious Health Condition Form within 15 days to the HR department. This form MUST be complete by a healthcare professional.

Employees out on FMLA to care for a family member are eligible to use Personal, Family Illness, and Vacation time (if available).

EMPLOYEES SERIOUS HEALTH CONDITION (INTERMITTENT)

Qualifying employee can take an intermittent FMLA leave due to their own serious health condition.

An SCSD an employee looking to take an intermittent FMLA leave their own serious health condition MUST:

1. Notify the HR Department of their need to take FMLA for their own serious health condition.

If the employee qualifies for FMLA the HR department will supply the employee with a Certification of Employees Serious Health Condition Form. The employee MUST:

2. Return the completed Certification of Employees Serious Health Condition Form within 15 days to the HR department. This form MUST be complete by a healthcare professional.

Employees out on FMLA for their own serious health condition are eligible to use Sick, Personal, Family Illness, and Vacation time (if available).