

Family and Medical Leave Act Fact Sheet

Will you be out for more than 3 days? You may need FMLA for job security.

ELIGIBILITY

Employees are eligible for the Family and Medical Leave Act (FMLA) if they have worked for McAllen Independent School District:

- At least 12 months, and completed 1,250 hours in the 12 months preceding the leave.

REASONS FOR TAKING LEAVE

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's spouse, child, or parent who has a serious health condition.
- For the employee's own serious health condition.
- To care for the employee's child after birth or placement for adoption or foster care.
- For a military exigency if the employee's spouse, child, or parent has been called to active duty.
- To care for an injured or ill service member.

COVERED FAMILY*

Family, Medical, and Military Exigency Leave:

- Spouse
- Child-Dependent
- Parent / Step-Parent

Service Member Care Leave:

- Spouse
- Child
- Parent / Step-Parent
- Next of Kin

* DEC Local

Note: Employee will still need to submit absences through SmartFind Express (SFE) while out on FMLA.

NOTICE AND MEDICAL CERTIFICATION

- Employees must request FMLA leave at least 30 days in advance of a foreseeable event or as soon as practical, if unforeseeable.
- Employees are required to provide medical certification to Human Resources to support the leave request.

The request for FMLA leave may be denied if these requirements are not met.

BENEFITS & PROTECTIONS LENGTH OF LEAVE

- 12 weeks of unpaid leave for family, medical, or military exigency during any 12-month period.
- 26 weeks of unpaid leave in a single 12-month period to care for a service member injured in the line of duty.
- Health Insurance: The employee is required to pay the same payroll deduction normally paid.
- Upon reinstatement, employee is restored to the original or an equivalent position.
- Use of FMLA cannot result in the loss of any employment benefit.

RETURNING FROM FMLA

- **Employee is REQUIRED to provide the Request to Return from FMLA Leave Form certifying that he or she is able to return to work. This form must be submitted directly to Human Resources prior to returning to work.**

FOR ADDITIONAL INFORMATION

Contact McAllen ISD Human Resources
Phone: 618-6005