

# Family Medical Leave (FML)

## EMPLOYEES' ELIGIBILITY, RIGHTS, AND RESPONSIBILITIES WHILE ON FAMILY MEDICAL LEAVE

### Employee Eligibility & Rights

To be eligible for family and medical leave (FML) an employee must have worked for at least 12 months and have worked at least 1,250 hours in the 12 months preceding the leave. If an employee is eligible for FML they have the right to take up to 12 weeks or 60 days intermittently of unpaid leave during their work calendar year.

Your health benefits will be maintained during FML under the same conditions as if you continued to work; and you will be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FML for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FML; or (2) other circumstances beyond your control, you will be required to reimburse the District for its share of health insurance premiums paid on your behalf during your family and medical leave.

### Employee Responsibilities

- Employees who are seeking to go out on FML are required to submit a Certification of Health Care Provider form to Human Resources within 15 working days of your first day out. Failure to provide a complete and sufficient medical certification within 15 working days may result in a delay or denial of your FMLA request.
- An employee out on FML is to immediately notify Human Resources of any changes.
- An employee seeking to return to work after a leave because of his or her own serious illness or the birth of a child must provide Human Resources with a Fitness for Duty Form from their health care provider no less than 3 working days prior to returning to work
- The employee will not be permitted to return to work without prior approval from Human Resources. The office of Human Resources will review the physician's Fitness for Duty Form and contact the employee's supervisor concerning the employee's eligibility to return to work.
- If the employee does not notify Human Resources within 3 working days prior to returning to work they may be requested to return home.

If you have additional questions, or would like to be considered for FML, please contact the Human Resources Director at [belinda.gamez@westosoisd.net](mailto:belinda.gamez@westosoisd.net)