

FAMILY MEDICAL LEAVE Q & A

The **Family and Medical Leave Act (FMLA)** provides eligible employees with up to 12 weeks (60 workdays) of unpaid leave per calendar year, excluding weekends and holidays. However, accrued sick or vacation leave may be used to cover part or all of the leave.

To be eligible, you must have:

- Worked for the District for at least 12 months (not necessarily consecutive), and
- Logged at least 1,250 hours during the past 12 months.

Your FMLA year begins on the first day you take FMLA leave and ends one calendar day before the anniversary of that date.

Special Rules for Teachers

If you're an instructional employee (like a teacher), special rules may apply when your leave falls near the end of an academic term:

- More than 5 weeks before the term ends:
 - If your leave lasts 3+ weeks and you plan to return during the last 3 weeks of the term, you may be required to stay on leave until the term ends.
- Less than 5 weeks before the term ends:
 - If your leave lasts 2+ weeks and you plan to return during the last 2 weeks, you may be required to remain on leave until the term ends.
- Less than 3 weeks before the term ends:
 - If your leave lasts more than 5 working days, you may be required to remain on leave until the term ends.

Note: Intermittent leave may have additional restrictions. Please consult HR for guidance.

Scan Here for the
Family Medical
Leave Application:



Q: What Is the Family and Medical Leave Act?

A: The Family and Medical Leave Act (FMLA) was signed into law on February 5, 1993, and became effective on August 5, 1993. It allows eligible employees to take unpaid, job-protected leave for:

- The birth or adoption of a child
- Caring for a family member with a serious health condition
- Managing their own serious health condition

FMLA also ensures the continuation of health insurance benefits and the right to return to the same or an equivalent position after leave.

Q: How Do I Apply?

1. Complete the Application for Family and Medical Leave
2. Find it online under the Human Resources Department > Leave Forms.
3. Submit a Medical Certification Statement
4. This must be completed by your physician or your family member's physician. It's also available under Leave Forms.
5. Return both forms to your school/department secretary or Human Resources.

Q: What Insurance Benefits Will I Receive?

A: While on approved FMLA:

- The District continues to pay its portion of your health and cafeteria benefits.
- You must arrange to pay your portion of the premiums.

For questions, contact Risk Management at (772) 429-5524.

Q: What Is a "Serious Medical Condition"?

A: A serious medical condition includes:

- Inpatient care (overnight stay) in a hospital or medical facility
- Incapacity of more than 3 calendar days with ongoing treatment by a healthcare provider
- Chronic or long-term conditions requiring ongoing treatment
- Prenatal care

Q: Will I Receive Retirement Credit While on Unpaid Leave?

A: No. However, under the Florida Retirement System (FRS) Pension Plan, you may purchase up to 24 months of retirement credit for authorized leave.

To qualify:

- You must return to an FRS-covered position for at least one calendar month.

Contact the Florida Division of Retirement at 866-446-9377 for details.

Q: What Happens to My Job While I'm on Leave?

A: You will be reinstated to your same or equivalent position upon return. While most employees return to their original role, in rare cases, an equivalent role may be assigned.

Q: What About My Sick and Vacation Days?

A: You must use all accrued sick and/or vacation leave during your FMLA period. If you don't have enough paid leave, the remainder of your FMLA will be unpaid.

Q: Do I Need to Notify the School Board About Returning?

A: Yes. Please notify your Administrator at least two weeks before your expected return date.

Q: What If I Don't Return After My Approved Leave?

A: If you do not return and haven't requested an extension or another approved leave, it may be considered job abandonment, which could result in termination.