

# Family Medical Leave Act

FMLA



# Eligible FMLA Requests:

- ▶ Birth of a child, or placement of a child in home for adoption or foster care.
- ▶ The employee is needed for a family member with a serious health condition which only includes a child, spouse, or the employee's parent.
- ▶ The employee has a serious health condition that makes the employee unable to do their job.
- ▶ Certain military circumstances



# Your Guide to FMLA

- ▶ If approved, you are entitled to up to 84 calendar days (12 weeks) of Family Medical Leave, if your leave is taken all at once.
- ▶ If your leave is used intermittently, you are entitled for up to 60 work days .



# Your Guide to FMLA

- ▶ Make sure you are aware of your departmental policy requirements for calling in sick, providing updates and notifying the department of the date of your return to work.
- ▶ You will need to discuss with your supervisor when you are expected to contact your department for an update.



# Your Guide to FMLA

- ▶ Use of FMLA leave cannot result in the loss of any employment benefit. Your position is protected under FMLA law. As long as we have a physicians statement showing that you are out for an eligible condition under FMLA then your position is protected for up to 12 work weeks.



# Your Guide to FMLA

- ▶ To be eligible you must have worked for the City of Tyler for 1 year, have worked 1250 hours, and must not have used all of your FMLA in the past year.



# Your Guide to FMLA

- ▶ The city requires you to use your accumulated paid Vacation/Sick/PTO time while out on leave.
- ▶ If/when you run out of vacation/sick/PTO time, please contact Finance to work on a payment plan for your continuing benefits.



# Your Guide to FMLA

## Please contact me:

- ▶ Before you go on FMLA to confirm that the date your leave begins has not changed
- ▶ If you have any questions regarding the required paperwork
- ▶ When you return to work
- ▶ Any questions regarding FMLA policies and procedures



# Your Guide to FMLA

I will contact you by mail:

- ▶ After this meeting to confirm your eligibility
- ▶ Once the physicians statement has been received
- ▶ When you are approaching your maximum leave allowance
- ▶ You will receive a closing case letter. Notifying you the amount of FMLA you have used and how much remains.



# Your Guide to FMLA

- ▶ I will also be in touch with your supervisor in regards to your FMLA. I will not disclose any of your personal information. I will be telling them how to key in your time for payroll and when your expected return date is. You will still need to keep in contact with them on the regularly scheduled days set by your supervisor.



# Your Guide to FMLA

- ▶ Before returning to work, your doctor will need to complete a return to work form, if you are out for your own serious health condition.



# Your Guide to Short Term Disability

STD coverage begins on the first day of the calendar month following 90 days the employees becomes eligible for coverage.

## What is short-term disability?

- ▶ If an employee is disabled for 7 days (including weekends) (except for Workers Compensation)
- ▶ Beginning on the 8<sup>th</sup> day STD benefit pays employee 60% of base weekly salary.
- ▶ Benefit is paid up to 26 weeks.
- ▶ Maternity Leave 6 weeks.

