

If I am a teacher, are there any special restrictions about my Family and Medical leave?

If your requested leave falls near the end of an academic term (semester), you may be required to remain on leave until the end of that academic term in the following instances:

a. For a FML leave that takes place more than five (5) weeks prior to the end of the term:

If the leave is to last at least three (3) weeks and the return from leave would occur during the last three weeks of the term;

b. For a FML leave that takes place less than five (5) weeks prior to the end of the term:

If the leave is greater than two (2) weeks and the return from leave would occur during the last two weeks of the term;

c. For a FML leave that takes place less than three (3) week prior to the end of the term:

If the leave is greater than five (5) working days.

Other special conditions may pertain in the case of requested intermittent leave.

How will I pay my portion of my benefits premiums?

You may make arrangements with payroll to withhold the necessary amount from your last check prior to leave or you may send payments directly to the insurance providers. For additional questions about your benefit please reach out to Risk Management at (772) 429-5524.

Do I need to inform the School Board of my intent to return to work after FML?

Yes, about two weeks prior to the end of your FML leave you will need to let your Administrator know that you will be returning to work.

What about my job while I am on leave?

Upon return from leave you will resume your former position or an equivalent position. Usually you will be returning to the same position you left, but there may be circumstances in which this will not be practicable.

How will the twelve (12) weeks be counted?

The FML allowance of twelve (12) weeks will be counted as sixty (60) workdays. This excludes holidays and weekends. You are allowed to take this 12 weeks with in one calendar year.

What if I don't return to work at the expiration of the approved leave?

If you fail to return to work at the expiration of your leave without obtaining a timely extension of your leave under one of the other leave options, you will be considered to have abandoned your position and will be subject to termination.

For answers to further questions regarding FML please call the Human Resource's Office at 429-7529.

Questions and Answers

About

Family Medical Leave



Each Child, Every Day

What is the Family and Medical Leave Act?

The Family and Medical Leave act (FML) was signed into law on Feb. 5, 1993 and became effective on August 5, 1993. It establishes the rights of employees to a leave of absence from their employment for birth, adoption, the care of a family member's serious health condition or the employee's own serious health condition. It also provides for the continuation of health insurance benefits while on leave and the return of the employee to the same or equivalent position at the end of the leave.

Who is eligible?

Any employee who has been employed by the District for at least twelve (12) months (not necessarily consecutive) **and** has worked at least 1250 hours within the last twelve months.

How do I apply?

Obtain and complete an Application for Family and Medical Leave. This form can be found online under the Human Resources Department. Click on Leave Forms and you will see the application there.

You or your immediate family member's Physician will also need to complete the Medical Certification Statement. This form can also be found online under the Human Resources Department. Click on Leave Forms and you will see the certification statement there.

Both forms will need to be returned to your school/department secretary or Human Resources.

When does this "year" begin?

Your "year" begins when you first make use of Family & Medical leave. So your year will be personal and different from any other employees' year. It ends one calendar day prior to the anniversary of your use of FML.

What about my sick leave and vacation days?

You will be required to use all of your accrued sick and/or vacation leave under the Family and Medical Leave. If you have insufficient paid days, you will move to unpaid leave for the remainder of the twelve weeks or portion thereof that you have requested.

What is a "serious medical condition?"

Under this Act a serious medical condition is defined to be:

- a. Any period of incapacity or treatment in connection with or consequent to inpatient care (an overnight stay) in a hospital or residential medical care facility
- b. Any period of incapacity requiring absence from work for more than three (3) calendar days, that also involves continuing treatment by or under the supervision of a health care provider
- c. Continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days; or for prenatal care.

Is Family & Medical leave paid or unpaid?

Family & Medical leave is generally unpaid unless you have accrued sick or vacation days which will be used for all or part of the leave.

What Insurance benefits will I receive?

While you are on approved Family and Medical leave the District will continue to provide the same portion of your health and cafeteria benefits as it does when you are working. You will need to make arrangements to make your portion of the payments. For additional questions about your benefit please reach out to Risk Management at (772) 429-5524. **If you do not return to work after your leave and do not have an approved extension of leave, the District has a right to recover those premiums paid on your behalf.**

Will I receive retirement credit for the period I am out on Family and Medical Leave with out pay?

No, however under the Florida Retirement System (FRS) Pension Plan up to 24 months (2 years) of retirement credit may be purchased for authorized leaves of absences. A member must return to the employment of an FRS employer, in a covered position for at least one calendar month. For further information please contact the Florida Division of Retirement at 866-446-9377.

How does Family and Medical Leave work if I am a care giver for covered service member?

You will receive 26 work week of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.