



The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks (60 days) of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks 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 (military caregiver leave).

Visit <https://www.dol.gov/agencies/whd/fmla> for more information.

Bloom-Carroll Local School District FMLA Information:

- If you qualify for FMLA Leave under any one of the conditions listed above, **you must apply for FMLA if:**
 - Your planned absence will be more than 10 working days, or
 - Your absence will be 10 days or fewer but you do not have enough unused sick leave to cover your absence
- An employee is eligible for FMLA if he/she has worked for the district for at least 12 months and worked at least 1,250 hours in the 12 months preceding the beginning of the leave.
- FMLA provides 12 workweeks (60 workdays) of leave per 12 months. The 12-month period is measured forward from the date any employee's first FMLA leave begins.
- The district requires eligible employees to use any accrued and unused paid sick leave, personal days or vacation days concurrently with unpaid FMLA leave.
- Upon the employee's return to work from FMLA leave for his/her own serious health condition, the Board requires the employee to present a statement from the health care provider certifying that the employee is able to return to work.
- When FMLA leave is foreseeable, the employee must notify the district office at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical.
- FMLA leaves should be reported to your supervisor/principal and Jennifer Luckhaupt in the district office.
- Forms to be completed by your health care provider can be obtained from the District Office. Please contact Jennifer Luckhaupt.
- Completed forms must be returned to Jennifer Luckhaupt in the district office upon completion. Contact Jennifer with any questions concerning FMLA paperwork. Questions related to your pay and/or benefits during FMLA leave can be directed to Cheryl Haile in the payroll office.

Reference: Bloom-Carroll Policy Manual GBR, GBR-R