



Family and Medical Leave Act

FMLA at a
glance

REASONS FOR AN FMLA LEAVE

Employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- A serious health condition of an employee.
- Birth and care of a newborn child of an employee.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- Placement with the employee of a child for adoption or foster care.

What is the Family Medical Leave Act?

FMLA

FMLA provides certain employees with up to 12 weeks of unpaid, job-protected leave per year.

It also requires that their group health benefits be maintained during the leave.

Marlborough Public Schools tracks time as 12 weeks on a 12-month rolling period.

Why do you need to apply for FMLA?

- FMLA does not replace income, it protects your job and your benefits for up to 12 weeks in a 12 month rolling period.
- You must contact Human Resources if you have been out, or expect to be out, more than 5 days for the same reason.
- If you are not out under FMLA your absences are considered unexcused.
- FMLA runs concurrently with all collective bargaining unit.

Who is eligible to apply for FMLA?

To be eligible for FMLA you must:

- have been employed with Marlborough Public Schools at least 12 months
- have worked at Marlborough Public Schools at least 1,250 hours over the past 12 months

THE PROCEDURE

- ▶ Call Human Resources as soon as possible / practicable.
508-460-3509 ext. 10108
- ▶ An easy to follow FMLA packet of information will be sent to you via email and inter-office mail.
- ▶ Once all of your completed documents have been returned to Human Resources and reviewed, you will receive a designation notice from HR regarding your eligibility and designated FMLA time.
- ▶ You may use your available and unused sick time for medically necessary FMLA designated time.



BEFORE YOUR RETURN TO WORK

If your FMLA is for your own serious health condition or for the birth of a child or you must:

Submit a doctor's note to Human Resources stating that you are medically fit to return with or without restrictions.

Questions?

Please feel free to contact the Human Resources Department if you have any questions regarding FMLA.

We are happy to help.

Phone: 508-460-3509 ext. 10108

Fax: 508-485-1142