

FAMILY & MEDICAL LEAVE ACT (FMLA)

If you or a loved one experiences a serious health condition that requires you to take time off work, the Family & Medical Leave Act may help to ease any worries about your absences.

The FMLA is a federal regulation entitling eligible employees to 12 weeks of job-protected leave use and benefits continuation for a 12-month period. It provides job protection for leave that you may need to take all at once or intermittently. Approved FMLA protection runs concurrent with the type of leave you will take (personal illness, illness in the family, maternity, parental, etc.).

QUALIFYING EVENTS

- Your own serious health condition
- Your family member's serious health condition (spouse, parent, or child under the age of 18)
- The birth or care of your newborn child
- The adoption or foster care of your child
- Qualifying military exigencies*
- Military caregiver leave (up to 26 weeks of job-protected leave)**

FMLA ELIGIBILITY REQUIREMENTS

1. You must have completed 12 months (1 year) of employment with the School District of Philadelphia as of your FMLA beginning date; AND
2. You must have worked for 1,250 hours (for the School District of Philadelphia) during the 12 months prior to your FMLA beginning date; AND
3. You must work at a School District of Philadelphia location with 50 or more employees within a 75-mile radius of your work site.

All three of the requirements must be satisfied for FMLA eligibility.

FMLA CERTIFICATION OF HEALTH CARE PROVIDER FORMS

Attached are the FMLA certifications for personal illness and illness in the family absences. Section III must be completed by your or your family member's doctor. Please attach a completed FMLA cover sheet to your FMLA certification form prior to emailing or faxing it to EHS.

FMLA certification forms for adoption/foster care, qualifying military exigency and military caregiver leave will be provided upon verification of FMLA eligibility.

ILLNESS IN THE FAMILY LEAVE

Please contact our office if you need to take leave due to illness of an immediate family member (husband, wife, son, daughter, father, mother, brother, sister, grandfather and grandmother). Also, relationship by marriage is considered equivalent to relationship by consanguinity.

During the first two years of employment, an employee may not exceed ten school days within a one year period. Beyond the second year of employment, an employee may not exceed thirty school days within a one year period. Employees receive 50% of their regular wages for illness in the family absences. If two or more members of the same family apply for leave of absence for the same family member, the total absence of each employee, with partial salary shall not exceed the total number of days allowed (ten or thirty depending on the employees' length of service). Leaves of absence in excess of the number of days specified will be without pay.

If the absence exceeds 3 consecutive days, the employee must submit SEH-3 absence forms for each two-week pay period during the absence. The SEH3 absence forms must be completed by the family member's physician stating the name and relationship of the person who is ill and the nature of the illness.

* Qualifying military exigencies relate to the active-duty status or call to active duty in the armed forces of the spouse, son, daughter or parent of the employee, including certain contingencies as outlined in the regulations:

- Short-notice deployment, military events and related activities
- Childcare, or provide childcare on an urgent basis, or for school activities
- Financial or legal arrangements
- Attending counseling
- Spending time with the service member while on short-term leave
- Post-deployment activities
- Other activities in accordance with the regulations.

** Military caregiver leave relates to care for a family member or next of kin who is a member of the armed forces (including members of the National Guard or Reserves) and undergoing medical treatment, recuperation, therapy, or is in an out-patient status on the temporary disability retired list for a serious injury or illness.

For More Information go to the district's website – *Office of Employee Health Services*

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