

# NASSAU COUNTY SCHOOL DISTRICT

## *Family and Medical Leave Act - FMLA*

### What Is FMLA?

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- 1.** FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to “eligible” employees. Employees are eligible if they have worked for the employer for at least one year and worked 156 days in the previous twelve months.
- 2.** Per Administrative Rule 3.56, employees are automatically placed on FMLA for any qualifying absences of more than fifteen days. It is the responsibility of the employee to submit proper documentation.
- 3.** Reasons for taking leave include:
  - a.** Care for employee’s child after birth or placement for adoption or foster care.
  - b.** Care for employee’s spouse, son or daughter, or parent, who has a serious health condition.
  - c.** For a serious health condition that makes the employee unable to perform the employee’s job.

### Proper Steps for Requesting FMLA

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- 1.** Determine/estimate your last day of work and your expected return to work date.
- 2.** Notify your supervisor of your intent to be out of work.
- 3.** Notify Human Resources of your intent to be out of work.
- 4.** Determine how many sick and or vacation days you would like to use in conjunction with FMLA.
- 5.** The FMLA packet and sample letter can be found on our website or can be obtained by contacting Human Resources. Please visit <https://www.nassau.k12.fl.us/Page/758>.
- 6.** Complete the FMLA leave packet including a letter requesting leave. Please sign/date the request letter and return it to your supervisor for signature.
- 7.** The entire FMLA packet (request for FMLA, physician’s statement, & letter) needs to be sent to Human Resources.

### While on FMLA

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- 1.** Do you have health, dental, vision, and/or any supplemental insurance? Please be aware that you will need to continue to pay for coverage while on leave. The Board will continue to contribute towards the health insurance and continues to pay for life insurance.
  - a.** A payment letter will be mailed to you once the leave has been approved by the Board.
  - b.** Payments can be made by check, cash, or money order. Please make checks/money orders payable to the Nassau County School Board. All payments will need to be sent to Human Resources. Please contact Leanne Peacock in Human Resources at (904) 491-9876 if you have any questions.
- 2.** Are you taking intermittent FMLA? If you are taking intermittent FMLA, please make sure to mark all absences due to FMLA in Skyward. Please select sick and then list FMLA for the reason.

### Returning to Work

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- 1.** All employees on FMLA due to an injury or illness of themselves are required to submit a doctor's release to return to work without restrictions. A release must be provided to Human Resources prior to returning to work.
- 2.** Are you looking to return from your FMLA early? You will need to submit a letter to rescind your FMLA.

### Questions

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- 1.** Please visit <https://www.nassau.k12.fl.us/Page/119> for the Human Resources staff directory and contact information.