

Benefits, Protections, and Leave



Eligibility

Employees are eligible for FMLA if they meet **both** of the following conditions

- Worked for MVISD for at least 12 months
- Completed 1,250 work hours in the 12 months preceding the leave request

Reasons for taking leave

Unpaid leave may be granted for any of the following reasons:

- To care for the employee's spouse, child, or parent who has a serious health condition.
- For the employee's own serious health condition.
- To care for the employee's child after birth or placement for adoption or foster care.
- For a military exigency if the employee, their spouse, child, or parent has been called to active duty.
- To care for an injured or ill service member

Covered Family

- Spouse
- Child
- Self
- Next of Kin *in cases of service member care

Notification and Medical Certification

- Employees **NEED** to request FMLA at least 30 days in advance of the foreseeable event or as soon as is practical if unforeseeable.
- Employees are **REQUIRED** to provide medical certification to Human Resources to support any leave request that reaches 5 or more consecutive days, even if it does not fall under FMLA.

**The request for leave MAY be denied if these requirements are not met, use of FMLA CANNOT result in the loss of ANY employment benefit. The key is to COMMUNICATE, COMMUNICATE, COMMUNICATE!*