ELIGIBILITY
Employees are eligible for the Family and Medical Leave Act (FMLA) if they have worked for Houston Independent School District:
• At least 12 months, and completed 1,250 hours in the 12 months preceding the leave.

REASONS FOR TAKING LEAVE
Unpaid leave must 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’s spouse, child, or parent has been called to active duty.
• To care for an injured or ill service member.

COVERED FAMILY*
Family, Medical, and Military Exigency Leave:
• Spouse
• Child
• Parent / Step-Parent
Service Member Care Leave:
• Spouse
• Child
• Parent / Step-Parent
• Next of Kin

NOTICE AND MEDICAL CERTIFICATION
• Employees must request FMLA leave at least 30 days in advance of a foreseeable event or as soon as practical, if unforeseeable.
• Employees are required to provide medical certification to Human Resources to support the leave request.
The request for FMLA leave may be denied if these requirements are not met.

BENEFITS & PROTECTIONS
LENGTH OF LEAVE
• 12 weeks of unpaid leave for family, medical, or military exigency during any 12-month period.
• 26 weeks of unpaid leave in a single 12-month period to care for a service member injured in the line of duty.
• Health Insurance: The employee is required to pay the same payroll deduction normally paid.
• Upon reinstatement, employee is restored to the original or an equivalent position.
• Use of FMLA cannot result in the loss of any employment benefit.

FOR ADDITIONAL INFORMATION
Contact HISD Absence Management Service Center
Phone: 877-780-4473 (7 a.m. – 7 p.m. Monday-Friday)
Website: https://absence.adp.com

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