

# Family and Medical Leave Act

## Fact Sheet

### 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.
- Special “hours of service” requirements apply to airline flight crew employees.

### 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

\*DEC Local

### 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>