

# Family and Medical Leave Act Fact Sheet

## ELIGIBILITY

Employees are eligible for Family and Medical Leave (FML) if they have worked for Houston Independent School District:

- At least 12 months and completed 1,250 worked 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 / Stepparent

Service Member Care Leave:

- Spouse
- Child
- Parent / Step-Parent
- Next of Kin

\*DEC Local

## NOTICE AND MEDICAL CERTIFICATION

- Employees must request FML 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 the Houston ISD Leave Administration department to support the leave request.

The request for FML 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, the employee is restored to the original or equivalent position.
- Use of FML cannot result in the loss of any employment benefit.



## FOR ADDITIONAL INFORMATION

Contact Leave Administration at

713-556-6590 or [LeaveAdministration@HoustonISD.org](mailto:LeaveAdministration@HoustonISD.org)