

FAMILY & MEDICAL LEAVE FAQ'S / QUICK OVERVIEW / GCPS PROCESS CHECKLIST

The following information is provided as a general “rule-of-thumb” or “guide” with regards to Family and Medical Leave. Please see Gloucester County School Board Policy/File No. **GBDH – Family and Medical Leave** and Policy/File No. **GBDG – Staff Leave** for more details.

How do I Find Out if I Qualify for FML? Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

What is the Basic Leave Entitlement for Family and Medical Leave? As a covered employer, Gloucester County Public Schools provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (a) for incapacity due to pregnancy, prenatal medical care or child birth; (b) to care for the employee’s child after birth, or placement for adoption or foster care; (c) to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or (d) for a serious health condition that makes the employee unable to perform the employee’s job.

What are the Military Family Leave Entitlements? Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

What Do I Need to Do?

- **Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable.** When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures. Keep your immediate supervisor and/or building level/site administrator informed.
- **Make a written request for FML—this can be handwritten, typewritten, or electronic (email).** The request should be made to Craig Smith (cwsmith@gc.k12.va.us / 804.693.7927) in Employee Services. Craig will be happy to provide you with the information and forms you will need to review and have completed, as well as answer any questions you may have.
- **Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.** Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.
- **Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.** Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

If I Qualify, How Can I Utilize My FML? An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

What Do I Do When I’m Ready to Come Back to Work? Let your supervisor(s) know, as well as Craig Smith in Employee Services. You will also need to have a **return-to-work note/slip** from your physician releasing you to come back to work—you must have this before you can return to work.

Where Can I Find Additional Information About FML and the FML Forms? The FML policy and FML forms are found in Section “G” (Personnel) of the Gloucester School Board Policy Manual, at: <http://web.gc.k12.va.us/policymanual/G%20Personnel/>. The same and additional FML information can be found on the Employee Services webpage at: <http://gets.gc.k12.va.us/Departments/EmployeeServicesCommunications/tabid/16531/Default.aspx>.