

# FMLA At-A-Glance

## EMPLOYEE IS ELIGIBLE FOR UP TO 12 WEEKS OF LEAVE IF

- Worked for Washoe County minimum 12 months AND minimum 1250 hours in the last 12 months.

## EMPLOYEE IS ELIGIBLE WHEN

- **Serious Health Condition** of employee, spouse, child, or parent exists. Leave may be continual, intermittent or part-time basis as medically necessary.
- **Expanding Your Family** - parenting and bonding within the first year after birth, adoption or foster care placement.
- **Military Family Leave** - certain military deployments and/or to care for a covered service member.

## EMPLOYEE PROTECTIONS UNDER FMLA INCLUDE

- Up to 12 weeks of job-protected time off during any 12-month period (26 weeks for Military Family Leave).
- Unpaid leave may be available after employee uses all but ten days of accrued leave.
- Leave may be taken as a single block, intermittently, or part-time, as medically necessary.
- Health insurance continues as if employee is not on leave.
- Returning to the same job - FMLA leave is not held against employee in hiring, promotions or discipline.

## COMMUNICATION BETWEEN EMPLOYEE, DEPARTMENT, AND HR

- **Notice:** employees must give as much notice as is possible and follow department's usual leave notice process.
- Employee will fill out an **Application for FMLA Form and Authorization for Release of Health Information Form**, if applicable.
- Human Resource or HR Rep. will provide employee with **Notice of Eligibility and Rights and Responsibilities Form**.
- Human Resource or HR Rep. will provide employee with applicable **Certification of Health Care Provider Form** or **Qualifying Exigency Form**. (Medical certification is completed by health care provider and must be submitted to department HR Rep within 15 days. Human Resources staff may contact health care provider for clarification and authentication.)
- Human Resource will provide **Designation Notice Form**.
- **Ongoing Communication Required.** Employee shall provide updates on return to work date, extension or shortening of leave, or any change in FMLA needs.
- Employee will provide **Physician's Return to Work Form**, if applicable.
- A department HR Rep shall contact Human Resources when any employee is absent three (3) consecutive work days without applying for FMLA.