



CHECKLIST FOR FAMILY MEDICAL LEAVE

If you have a need for extended or intermittent leave from work, you may be entitled to job protected leave under the Family Medical Leave Act. This document outlines information pertaining to before, during and after such a request.

BEFORE REQUESTING LEAVE

- ❑ **Check your eligibility for leave using the following criteria:**
 - ✓ Employed for at least 12 months within the past seven years with Frederick County Public Schools, ***and***
 - ✓ Having worked at least a .5 full-time equivalency the year directly preceding the first day of needed leave.
 - ✓ Temporary employees that have been employed for at least one year and worked 1,250 hours during the previous 12 months may be eligible.
 - ✓ If you are not eligible for coverage under the FMLA, you may still submit medical documentation as you may be eligible under Personal Disability Leave.
- ❑ **Determine if you have a qualifying leave event:**
 - ✓ Your own serious health condition
 - ✓ To care for an eligible family member with a serious health condition
 - ✓ The birth, adoption or foster placement of a child
 - ✓ Military deployment or qualifying exigency
- ❑ **Required Documentation**
 - ✓ Submit the Certification of Health Care Provider Form, employee or family member, which will provide the estimated commencement and duration of your leave. A medical diagnosis does not have to be shared, but enough information must be provided to determine if the leave qualifies for FMLA protection.
 - ✓ Requests should be submitted 30 days in advance or as soon as practicable.
 - ✓ Submit a Projected Leave Form if taking leave for birth/bonding, adoption or foster care placement.
 - ✓ Provide notice to your administrator and follow established leave reporting procedures, including submission of a Leave Request form to your timekeeper.
 - ✓ Notify benefits.fmla@fcps.org and your administrator if your leave dates change for any reason.

DURING APPROVED LEAVE

- ❑ **Receiving pay while on leave**
 - ✓ FMLA is not paid leave; it offers job and benefits protection for up to 12 weeks of approved leave.
 - ✓ To continue to receive pay while on leave, you must use your own accrued leave.
 - ✓ If part or all of your leave is unpaid, you may need to seek other paid leave options, including the Sick Leave Bank, 10-day grant, Family Crisis Leave Exchange, voluntary short-term disability, etc. Detailed information for each of these options can be found in your Negotiated Agreement.
 - ✓ If you will have unpaid leave greater than 30 days, you may submit the Maryland State Retirement Form 46. This form is only needed if you have more than 30 days of unpaid leave.
 - ✓ Any payroll deductions that cannot be collected will be held in arrears until pay resumes. Arrearages will be collected via payroll deduction when pay resumes.
- ❑ **Entering your leave**
 - ✓ Be sure to follow normal leave request procedures for your work location., including entering your own leave into your leave reporting system, in addition to submitting the leave request form to your supervisor for signature.
 - ✓ It is your responsibility to monitor leave balances and to ensure it is correctly applied.
 - Note that leave is reported and reflected one pay period in arrears. When reviewing your fiscal year leave balance the present pay period is not yet taken. Leave balances can be obtained from Employee Self-Service, using the following pathway:

[Main Menu](#) > [FCPS Menu](#) > [Employee Self Service](#) > [Benefit Information](#) > [Leave Available](#)
- ❑ **Within 30 days of a qualifying life event**
 - ✓ Submit a Benefits Enrollment or Change Form to benefits.office@fcps.org, if you want to add your dependent to your medical or dental insurance.

- Documentation will be requested once the change form has been submitted, but is not required to submit the form.
- ✓ In general, exceptions to the 30-day requirement are not granted.
- ✓ Changes to beneficiaries for FCPS Life Insurance/AD&D and/or updates for Voluntary Life Insurance can be made via [Employee Self-Service](#), using the following pathway:

Main Menu > > FCPS Menu > > Employee Self Service > > Benefit Information > > Life Insurance (NEW)
- ✓ To make changes to beneficiaries associated with the Maryland State Retirement & Pension System go to their [website](#) and log in to My SRPS, or complete [Form 4](#) for submission to the Pension System.

AFTER APPROVED LEAVE

- **Returning to work**
 - ✓ Submit a [medical release](#) or similar document to benefits.fmla@fcps.org if the leave was for your own medical incapacitation.
 - Your release may contain restrictions. We will work with you and your administration to determine if the restrictions are reasonable and can be accommodated.
 - Access to certain systems is restricted while on leave. It may take time to restore access if your medical release is not received in a timely fashion.
- **Extending Leave**
 - ✓ If you are not able to return to work after the approved leave period and accrued leave is not available, you may request an unpaid leave of absence.
 - An unpaid leave of absence is generally for the remainder of the current fiscal year.
 - Limitations on the length of an unpaid leave of absence can be found in your [Negotiated Agreement](#).
 - You may terminate health benefits or continue benefits at the [leave of absence rate](#).
 - ✓ There may be other extension options available on a case-by-case basis.

ADDITIONAL INFORMATION

- Benefits [website](#)
- Detailed information regarding [FCPS Regulation 300-42](#)
- Voluntary [Short Term Disability Information](#) through [The Standard](#) – Policy Number 750946-C
- Contact Information:
 - ✓ Email – Benefits.FMLA@fcps.org | Fax – 301 644 – 5122
 - ✓ [Julie Carlton](#) | HR Associate I | Phone: 301-644-5076
 - ✓ [Sharde' Twyman](#) | Personnel Officer | Phone: 301-644-5092
 - ✓ [FASSE](#), [FCTA](#), [FCASA](#) | Phone: 301-620-9217