

MISDA FMLA Process

FMLA approved leave protects an employee's job position while they recover from a qualifying condition or care for an immediate family member and provides a continuation of the same level of healthcare coverage they had prior to the start of FMLA leave. FMLA leave does not provide for paid time off work. The maximum amount of time provided for by approved FMLA is 12 work weeks within any 12-month period.

The FMLA form is available on the Human Resources page in Employee Resources.

The Employer Portion Part 1 should be completed by the employee prior to providing the document to the doctor overseeing the employee's medical care.

Once the doctor completes their portion, they should give it back to the employee who emails a scanned color copy to the MISDA HR director and either the Ministerial Director or Education Superintendent, if the employee is a pastor or teacher.

The employee will be notified if the FMLA request is approved or denied.

Employees are eligible to request FMLA leave if they have at least 1,250 hours of service with the employer during the 12 months before their FMLA leave starts.

Summary of qualifying reasons to request FMLA leave, not an exhaustive list of all aspects of FMLA leave.

Serious health condition of the employee. A serious health condition is one that makes the employee unable to perform the functions of their job. An employee is unable to perform the functions of their job where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position, including when an employee must be absent from work to receive medical treatment for a serious health condition.

Birth and bonding. Parents may use FMLA leave when their child is born and to bond with their child during the 12-month period beginning on the date of birth. All parents, regardless of sex, have the same right to take FMLA leave for the birth of a child and bonding.

Placement of a child through adoption or foster care. Employees may use FMLA leave when a child is first placed with them for adoption or foster care and to bond with their newly placed child. An employee's entitlement to leave for adoption or foster care ends at the end of the 12-month period beginning on the date of the placement.

Care for a family member with a serious health condition. Eligible employees can take FMLA leave to care for a child, spouse, or parent (not in-law) who has a serious health condition. Caring for a family member under the FMLA includes assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort.

An FMLA serious health condition generally involves a period of incapacity. Incapacity means an individual is unable to work, attend school, or perform other regular daily activities because of the serious health condition, due to treatment of it, or for recovery from the condition.