



FAMILY AND MEDICAL LEAVE ACT

Whether you need time off due to your own medical condition or a medical condition of an eligible family member, taking unplanned time off of work can be stressful. Under the Family Medical Leave Act (FMLA), eligible employees are allowed 12 weeks of continuous or intermittent unpaid leave due to certain leave reasons within a 12-month period. FMLA provides job and benefit protection while you are out for a qualifying reason.

- ✓ To be eligible for FMLA, you must be employed by the County for at least 12 months (does not have to be consecutive) and must have worked at least 1,250 hours during the 12 months immediately preceding the start of the leave.
- ✓ FMLA eligible employees may be entitled to 12 weeks of unpaid leave for the following reasons:
 - Pregnancy, prenatal care, bonding, or placement of a child for adoption or foster care
 - Your own serious health condition
 - To provide care for a qualifying family member with a serious health condition
 - Service member family leave (up to 26 weeks in a 12-month period)
 - Qualifying urgent military need
- ✓ Intermittent FMLA is taken in separate, non-consecutive time periods rather than a single span of time. Some intermittent examples are: chronic conditions that may have sporadic flare-ups or appointments for physical therapy that happen weekly, etc.
- ✓ Collin County is legally required to place you on FMLA leave if we are notified of a qualifying reason. Please keep in mind FMLA is a benefit that protects your job and benefits for up to 12 weeks while you are out for a qualifying reason.
- ✓ In order to be paid during your FMLA leave, you can use eligible accruals like paid time off or compensatory time off. You may also apply for short-term disability to receive 67% of your pay while you are out due to your own condition. (Please see our Disability Insurance flyer on page 21 of the full Benefits Guide for more information on short-term or long-term disability.)