

What is the Family and Medical Leave Act (FMLA)?

FMLA is a federal law that entitles employees to 12 weeks of unpaid leave for qualifying medical and family reasons. This time can be used over the course of 12 months for qualifying medical and family reasons. If taking leave to care for an injured service member, an employee is eligible for a one-time allotment of 26 weeks of leave in a single 12-month period.

When can an employee take FMLA?

You are eligible to take FMLA when you are facing:

- The birth of a child
- Adoption or foster care
- Care for your own serious health condition
- Care for a child, spouse or parent with a serious health condition
- Care for a child, spouse, parent or next of kin who is an injured service member
- The need to be with a child, spouse, parent or next of kin who is on active duty or call to active duty status in support of a contingency operation

How do I know if I am eligible for FMLA?

An employee must meet two requirements to be eligible for FMLA:

1. You must have worked for your employer for at least 12 months, and
2. You must have worked at least 1,250 hours during the last 12 months

Additional City of Dallas FAQs

Q: Can I apply for FMLA for a designated care recipient?

A: No, as of November 1, 2020 the Designated Care Recipient benefit will no longer be available under FMLA.

Q: Who is responsible for entering time into Workday when an employee is approved for FMLA leave?

A: It is the responsibility of the employee to accurately record their leave usage in workday as well in Workday to track your absence. It is the responsibility of management to ensure that leave usage is accurately entered and approved/rejected or corrected.

Q: Do I need to submit any documentation to City of Dallas Human Resources?

A: No, all documentation should be provided to FMLASource.

Q: Do I still need to follow absence procedures for my department, or do I call FMLASource directly?

A: You must contact your supervisor within 2-hours and contact FMLASource within 48-hours.

How is "family" defined under FMLA?

Family members are defined under FMLA as:

- The employee's parent
- The employee's child, including adult children who are incapable of caring for themselves
- The employee's spouse when he or she has a serious medical condition
- The employee's "next of kin," but only in situations of caring for an injured service member

Can an employee take a few hours every week to take a family member to a medical appointment?

Yes. Family leave may be taken intermittently when medically necessary. An employee may take leave in blocks of time such as an hour, a half-day, a day, a week, four weeks or 12 weeks to care for a family member.

Will an employee have the same job when he or she returns from FMLA leave?

The employer must reinstate an employee to the position held before leave began or must provide a position that has the same benefits, pay, working conditions and seniority.

Will an employee have insurance while on leave?

The employer must continue to pay for the employee's health insurance coverage as it normally would. If an employee contributes to the health insurance plan he or she may be required to continue making payments while on leave.

Can my employer stop making insurance payments?

Yes. If an employee does not return to work after 12 weeks or if an employee tells the employer that he or she does not intend to return to work, the employer can stop making insurance payments. If an employee does not return from leave, the employer may require the employee to pay back the money paid to maintain the employee's health insurance during leave.

Will an employee be paid for hours protected under FMLA?

No. FMLA does not require your employer to pay you during your leave. In some circumstances, accrued paid sick leave or vacation time may be used.

GET STARTED

Call: 833.515.0767

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