

**HAZLEHURST CITY SCHOOL DISTRICT**  
**119 Robert McDaniel Drive**  
**Hazlehurst, MS 39083**

**Mr. Cloyd Garth Jr., Superintendent**

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## FMLA

“Under the Family and Medical Leave Act, most employers with 50 or more employees must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons: for the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.”

- Any employee that is out, or will be out, of work more than 3 consecutive days is required to submit an FMLA application.
  - Not all employees will qualify for FMLA protection.
- There are 4 types of FMLA leave
  - Military Family Leave
  - Employee Serious Health Condition Leave
  - Family member serious health condition leave
  - Illness of covered service member
- The certification will be included on the **Board Agenda** following submittal.
- Once FMLA is approved or denied the employee will be notified in writing.
  - If an employee goes into leave without pay, they will be responsible for submitting payment of their portion of insurance premiums usually held from their check.
- Certified Staff
  - Failure to submit FMLA paperwork will have an impact on your sub-dock days.