



### Frequently Asked Questions

1. What is FMLA, and who is eligible?
  - a. FMLA (Family Medical Leave Act) is a U.S. federal law that allows eligible employees to take up to 12 weeks of unpaid, job protected leave for an FMLA qualifying reason. FMLA protects the employee against absence-based occurrences.
  - b. Employees are generally eligible for FMLA if they have worked for their employer (NNPS) at least 12 months and have worked at least 1,250 hours during the last 12 months, prior to the start of the requested leave.
2. What are the types of FMLA?
  - a. There is continuous FMLA which is used consecutively. For example, January 1st – March 3<sup>rd</sup>.
  - b. There is also intermittent FMLA. This type of leave is used in increments. For example, 2 times a week – 1 day each.
3. What are FMLA qualifying reasons?
  - a. Birth or adoption of a child
  - b. Caring for a FMLA qualifying family member with a serious health condition
  - c. Employee's own serious health condition
  - d. Certain exigencies to a family member's active duty military service
4. Is FMLA leave paid or unpaid?
  - a. FMLA is an unpaid leave. However, FMLA may be considered paid if the employee is using their own leave (e.g., sick days, vacation) or short-term disability benefits, if eligible.
5. Who is considered a qualifying family member under FMLA?
  - a. Child, spouse or parent who has a serious health condition
  - b. Other family members are evaluated on a case by case basis
6. How long is FMLA leave?
  - a. Eligible employees are entitled to up to 12 weeks of unpaid, job protected leave in a 12-month period.
  - b. This can be extended to 26 weeks if caring for a covered service member with a serious injury or illness.
  - c. FMLA is calculated on a rolling calendar basis.
7. How should FMLA leave be requested?
  - a. Reach out to the Benefits Analyst in the Benefits Office of Human Resources and provide details of the requested reason(s) for leave. This can also be done by completing the FMLA leave request form and submitting to the Benefits analyst.
  - b. Employees typically need to notify their employer (NNPS Human Resources) at least 30 days in advance (if leave is foreseeable).

- c. A medical certification/supporting documentation from a healthcare provider will be required to support the need for the leave. This documentation helps ensure that the leave qualifies under FMLA.
8. What happens if the employee enters a Leave Without Pay (LWOP) status while on FMLA?
  - a. Absences will be leave with out pay.
  - b. If applicable, the employee will need to coordinate with the payroll department to manually pay their insurance premiums. Payroll can be reached at 757.283.7811.
9. Can FMLA be backdated?
  - a. FMLA is not backdated.
10. When is a return-to-work note required?
  - a. When requested by Human Resources or a Supervisor
  - b. Upon return from a medical leave of absence (FMLA, etc.)
  - c. After being absent for more than 3 consecutive days
11. What happens if an employee needs time off of work, but is not FMLA eligible?
  - a. The employee should contact the Benefits Analyst and provide details of the requested reason(s) for leave. Upon receipt of additional information, the Benefits analyst will provide other available leave provisions, if eligible.
12. What are other leave provisions offered by NNPS?
  - a. Medical leave of absence
  - b. Family Hardship leave of absence
  - c. Educational leave of absence
  - d. Military leave of absence
  - e. NNPS sponsored leaves of absence can be found in Policy GCCA
13. What is short term disability?
  - a. STD is a benefit that provides partial wage replacement for those that are unable to work for an extended period of time due to personal illness or injury.
  - b. NNPS pays for this benefit.
14. Who is eligible for STD?
  - a. Employees who are classified as full time
15. Where is the STD application located?
  - a. The Benefits Analyst will provide the STD application, if eligible.
16. How can FMLA/STD/Medical documentation be submitted to Human Resources?
  - a. Fax - 757.643.7405
  - b. Email - [Mkayla.Brown@nn.k12.va.us](mailto:Mkayla.Brown@nn.k12.va.us)
  - c. Drop off - 12507 Warwick Blvd Newport News, VA 23606
17. Who is the current point of contact for FMLA, MLOA leave and STD inquiries?
  - a. M'Kayla Brown, Benefits Analyst
  - b. (Email) [Mkayla.Brown@nn.k12.va.us](mailto:Mkayla.Brown@nn.k12.va.us)
  - c. (Phone) 757-881-5061, Extension 56226
  - d. (Fax) 757-643-7405