

## **Family Medical Leave Act FREQUENTLY ASKED QUESTIONS**

1. What is FMLA?  
FMLA is a 12 week policy for employees requesting leave for self, child, parent or spouse. It allows the employee to be off while protecting employment, but also guarantees the Dyersburg City School System's portion of health insurance if on non-paid leave. FMLA leave is unpaid. However, the employee may substitute paid leave by completing an approved extended leave of absence form to use any earned or accrued leave. Accordingly, the paid leave and the FMLA leave will run concurrently. Any remaining FMLA leave will be unpaid. To be eligible for FMLA, the employee is required to have been employed one full year and must have worked at least 1250 hours in the year prior to your leave request. This stipulation is currently waived by the district.
2. How far in advance should the paperwork be submitted prior to leave?  
At least 30 days if possible
3. Must I use all of my accumulated sick days before I use non-paid days?  
Yes, all accumulated sick and personal leave must be used at the beginning of your leave.
4. How do breaks and holidays affect my pay?  
Most employees are contracted to work 195, 200, 210, etc. days per year. Those contracted days do not include the days we are out of school for holidays and for breaks. If one of the breaks fall during your leave, you will not be charged sick days for those days, nor will you be paid for those days because they are non-contracted days. As long as you have sick leave available, you continue to receive a paycheck during those times due to the fact that Dyersburg City Schools prorates your checks throughout the year to allow you to get 24 paychecks a year. In the event that school is cancelled (i.e. snow), you will not be charged a sick day for that day. If you are on paid leave you will receive pay for that day.
5. What if my return to work date changes?  
If your date changes, please notify your principal / supervisor, and Julie Norville at the Central Office as soon as possible. Your leave forms may be changed with a phone call or email. We will, however, need a new doctor's note with the revised dates.
6. How will my leave affect benefits?  
Unpaid leave may affect all state approved benefits (including experience credits, retirement, Career Ladder payments, sick, personal and vacation days) and should be considered carefully before applying.
7. How do I add a child to my health insurance?  
Congratulations on your new addition! If you currently have medical insurance with the district then you are eligible to add dependents at birth and adoption. Please contact Mindy Collins at the Central Office to obtain the enrollment application and premium information. Once the baby is born, you will need to have someone bring in, fax or email the birth certificate. Most

hospitals will issue a "Mother's Copy" of the birth certificate once discharged from the hospital. **You will have 30 days once the baby is born to turn in the birth certificate and social security card to Human Resources so that it can be attached to the enrollment application for submission to the state insurance department.**

8. How do I submit a claim for my USABLE Long Term Disability policy?

If you have the Long Term Disability plan from USABLE, please contact Tracey Smith in the central office to obtain a disability claim form. There are several sections to the claim form that you will need to complete. You will need to fill out and sign the employee portion, then you will need to have your doctor fill out and sign the physician's portion. You will then return the form to the central office for the employer's portion to be completed. We will send in the claim form to USABLE on your behalf.

### **Contacts**

Julie Norville, Personnel Director [jnorville@dyersburgcityschools.org](mailto:jnorville@dyersburgcityschools.org) 731-286-3600 ext 36107  
Leave Requests, Change in Leave Dates

Mindy Collins, Administrative Asst. [mcollins@dyersburgcityschools.org](mailto:mcollins@dyersburgcityschools.org) 731-286-3600 ext 36128  
Insurance changes and questions

Tracey Smith, CFO [tsmith2@dyersburgcityschools.org](mailto:tsmith2@dyersburgcityschools.org) 731-286-3600 ext 36114  
Payroll questions, USABLE questions