



FMLA Frequently Asked Questions (FAQs)

What is FMLA and how can I request FMLA?

FMLA stands for Family & Medical Leave Act, a federal law that requires employers to allow employees to be on leave up to twelve (12) work weeks per twelve (12) month period for a qualified health condition, or to care for an eligible family member with a qualified health condition. To request FMLA, contact HRBenefits@acps.k12.va.us or review FMLA information including the FMLA form, available on the ACPS website, www.acps.k12.va.us/Page/526.

I have been approved for FMLA by Human Resources, why do I have to apply for Short Term Disability with the Hartford?

Employees must apply for short term disability with the Hartford if the approved FMLA is for their own health condition. Employees who have been approved for FMLA must use their accrued leave (sick leave, personal leave, annual leave) during the approved FMLA period. Once employees exhaust all accrued leave and are eligible for Short Term Disability, benefit payments will be 60% of base salary. If not eligible for short term disability, employees will be placed on leave without pay. Details of the Short Term Disability benefits are available on the ACPS website at www.acps.k12.va.us/Page/526.

What do I have to do if I want to stay on leave after I exhaust 12 weeks of FMLA?

Depending on the leave type, you may be eligible to remain on leave after you exhaust FMLA.

For a qualifying health condition for yourself or an eligible family member, you may be eligible to apply for Health Leave for up to one and a half years. After the birth of your child, you may be eligible for Long Term Child Care Leave, up to a maximum of 36 months. The form for unpaid leave of absence is available on the ACPS website, www.acps.k12.va.us/Page/526 or contact HRBenefits@acps.k12.va.us.

What is the difference between FMLA and Intermittent FMLA?

Generally, FMLA is leave taken in a single continuous period of time and Intermittent FMLA is leave taken in increments of hours or days over a period of time (for example, a few hours or a day per week for a period of three months).

While you are on an approved FMLA, you need not enter your absences in Time Clock Plus. However, if you are on approved Intermittent FMLA, you must record your absences in Time Clock Plus and follow up with an email to Human Resources (HRBenefits@acps.k12.va.us) indicating the dates and times you will be absent so that HR can track the leave. If you use Substitute Absence Management (SAM) for absences, you must also record your absences in SAM.

Can I return to work without a medical release?

If you were on leave for your own personal illness, you must submit a return to work release to Human Resources at least two (2) business days prior to returning to work.