



## Requests for FMLA and Georgia Paid Parental Leave (GPPL)

**If you need to request FMLA and/or GPPL, please click the link below to initiate this process.** This initial request will let us know that we need to send you the appropriate forms and provide you access to eFMLA, an online system that we use to help us efficiently manage all of our FMLA cases. *Please know that we are here to support you throughout your situation, and you can call or email us at any point if you need anything.*  
humanresources@bryan.k12.ga.us

**[Click this link to initiate the FMLA/GPPL process](#)**

### **Family and Medical Leave Act (FMLA)**

Employees of the district who have been employed for at least 12 months\* and who have worked at least 1250 hours\* during the 12-month period immediately prior to the commencement of the leave are eligible to take up to 60 working days of unpaid, job-protected leave during a single 12-month period for the following purposes:

1. Birth of a child;
2. Adoption of a child or the placement of a foster child;
3. Care for a sick spouse, child, or parent;
4. Employee's own serious health condition;
5. Qualifying exigencies arising from the fact that the employee's family member (the covered service member) is on covered active duty; or
6. Military caregiver leave.

The district requires supporting documentation and the appropriate leave form for any leave request based on a family member's (i.e. spouse, child or parent) health condition, the employee's own health condition, or military caregiver status. If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the superintendent or his/her designee. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. An approved healthcare provider's return to work release will be required for all employees who were on leave due to their own health condition.

The employee on Family Medical Leave continues to receive health coverage and other benefits, at the employee's rate, but he/she does not accrue seniority. Family Medical Leave may be taken continuously or intermittently. If possible, employees should provide at least 30-days written notice before the leave begins.

Employees on FMLA leave are entitled to be restored to the same position or an equivalent position with comparable benefits, pay, and other terms and conditions.

Specific details concerning FMLA leave are available within BCS policies and procedures and from Human Resources.

### **Georgia Paid Parental Leave**

The Board of Education shall make paid parental leave equally available to all eligible employees of the Board of Education under the following terms:

An employee of the Board of Education shall be eligible for paid parental leave for qualifying life events upon satisfying the following criteria:

- a. The employee is classified as full-time by the District and is eligible to participate in the TRS (Teacher Retirement System of Georgia) or the PSERS (Public School Employees Retirement System); and



- b. The employee has six continuous months of employment with the Board, regardless of whether he or she is eligible for paid or unpaid leave under federal law. An employee paid on an hourly basis must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.

A qualifying life event means:

- The birth of a child of an eligible employee;
- The placement of a minor child for adoption with an eligible employee; or
- The placement of a minor child for foster care with an eligible employee.

The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 hours, regardless of the number of qualifying life events that occur during such period.

- The rolling 12-month period shall be measured backward from the date an eligible employee first uses parental leave.
- Parental leave may be taken as needed and may be taken in increments of less than eight hours. The smallest increment of parental leave that may be taken is two hours.
- Any unused paid parental leave that remains 12 months after the qualifying event shall not carry over for future use.
- Unused paid parental leave shall have no cash value at any time of the eligible employee's separation from employment with the Board of Education.

Paid parental leave under state law shall run concurrently with any leave provided under federal law.

Eligible employees requesting paid parental leave must submit the district's designated form to the Superintendent or designee at least thirty school days in advance of the requested leave start date. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

#### **\*Leave of Convenience**

Employees who have not worked for the district for one year or who have not worked 1250 hours in the past year may qualify for a Leave of Convenience. A LOC is unpaid but offers job protection. During the LOC the employee is solely responsible for paying their cost of medical benefits. The district will not make contributions to the monthly cost of medical insurance.