



## DPSB FMLA Guidance

Family Medical Leave Act (FMLA) allows eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period. To be eligible, an employee must have been employed by the school board for 1 full year. Paid leave granted by DeSoto Parish School Board shall run concurrently with any FMLA leave available. Specific information regarding the qualifications is outlined in Policy GBRHB.

Employees who need to request FMLA leave should contact Grace Carlson, [grace.carlson@desotopsb.com](mailto:grace.carlson@desotopsb.com) in the Human Resource Department.

DeSoto Parish School Board  
% Human Resource Department  
399 Jenkins Street  
Mansfield, LA 71052  
318.872.1198

You will receive information regarding eligibility, Rights and Responsibilities, and Health Care Provider Statement.



(318) 872-2836  
(318) 872-1198



[questions@desotopsb.com](mailto:questions@desotopsb.com)  
[www.desotopsb.com](http://www.desotopsb.com)



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