

The South Colonie Central School District is sending you the enclosed information regarding the FMLA because we believe you may be eligible. The overall purpose of the FMLA is to provide continued health insurance coverage and provide job security during a time in your life when you may need to take a leave from your job for personal or family health reasons.

Why is the enclosed material so formal and legal and why was it sent registered mail?

- Registered Mail provides evidence that the District met the requirements of the law informing you of the FMLA.
- Many of the enclosed documents are provided by the Federal Government and review the provisions of the law.
- Department of Labor 1-866-487-9243.

1. Am I eligible? You are eligible if:

- You have worked for South Colonie for 1 year and 1,250 hours the previous 12 months.

2. Reasons for taking an unpaid leave:

- Birth of a child, adoption or foster care.
- Care for a serious health issue for a spouse, child or parent.
- Serious health condition that prevents you from working.

3. What do I have to do?

- Give notice to your employer, 30 days when possible.
- Provide medical certification to support the request.
- You must apply to receive the leave and you must provide medical documentation.
- You may use accumulated sick and personal time.

4. Who do I call if I have questions?

- South Colonie Central School District, Department of Human Resources – Dr. David Perry at 518-869-3576
- FMLA Website: <http://www.dol.gov/esa/whd/fmla>.