

# Family Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA) allows eligible employees to take job-protected leave for specified family and medical reasons.

Reasons for taking FMLA include:

- To care for your child after birth, adoption or placement in foster care
- To care for your spouse, child, or parent who has a serious health condition
- Because of your own serious health condition that makes you unable to perform your job
- Military FMLA for qualified exigency
- Military FMLA to care for a service member with serious health condition
- Military for serious injury or illness of a veteran for military caregiver

A serious health condition is an injury or illness that causes you or your immediate family member to be hospitalized, unable to perform your normal job duties, or requires continuing treatment by your doctor. See the [Leave of Absence Policy](#) for a full definition.

## Who Is Eligible?

To be eligible, you must have worked at Texas Health at least 12 months and at least 1,250 hours during the 12 months before requesting leave.

## Length of Leave

Eligible employees may take up to 12 workweeks of unpaid job-protected leave in a rolling 12-month period (measured backward from the date an employee uses any FMLA leave). If taking Military Caregiver Leave, eligible employees may take up to 26 weeks of leave in a 12-month period.

FMLA leave is usually taken for a period of three or more consecutive days, weeks or months. This type of FMLA leave is called Continuous. Under certain conditions, you may request FMLA leave on an intermittent basis or on a reduced leave/work schedule.

## Intermittent FMLA

Intermittent FMLA is counted toward your eligible FMLA hours. Intermittent leave begins after all paperwork (certification of Health care provider form and request for LOA) has been approved through IDM. You will then notify your manager when any of your scheduled hours are missed that relate to Intermittent FMLA leave. Periodically, documentation will be needed from your physician.