



FMLA FAQs:

- Any absence that extends more than 5 consecutive days requires physician's certification and formal request of FMLA leave
- FMLA entitles eligible employees 12 weeks (60 work days-holidays not included) of unpaid leave for the following circumstances:
 - Birth, Adoption, or Foster placement of a child
 - Serious illness of an employee
 - Serious illness of an employee's immediate family member
 - Military leave
- FMLA entitles eligible employees 26 weeks (130 work days-holidays not included) of unpaid leave for the following circumstances:
 - Serious injury or illness of a covered servicemember if the eligible employee is the servicemember's spouse, son, daughter, parent or next of kin
- Spouses who both work for the district are entitled to a total of 12 weeks combined for the birth, adoption, or foster placement of a child, or care for the serious illness of a parent; a total of 26 weeks combined for the care of a covered service member with a serious illness or injury
- In accordance with our board policy, accrued sick days will be utilized during FMLA leave
- Once accrued sick leave days are exhausted, the remainder of certified leave will be unpaid
- Any days taken outside of the care and certification of a physician will be unpaid
- The district will continue to pay the employer share of the employee's insurance benefits and the employee's share will continue to be payroll deducted during the duration of approved FMLA
- Should an employee decide not to return to employment with District 5 after FMLA leave, the district reserves the right to recover the employer share of insurance benefits paid on the behalf of the employee during the FMLA leave period

- Certified staff must maintain 152 paid days within the fiscal school year to be considered eligible for certificate credit, service credit, and yearly step increase
- Upon the conclusion of FMLA leave the district will restore the employee to the same or similar position with equivalent pay, benefits, and other terms of employment

EMPLOYEE FMLA TO DO LIST:

- Review the Spartanburg District 5 Employee Handbook and [Board Policy Manual](#) for a description of the district FMLA leave policy
- A request for FMLA must be initiated in [TalentEd](#) as soon as foreseeably possible. Upon receipt and review, an approval letter will be issued by the Personnel Department
- To submit an FMLA request;
 - Log into [TalentEd](#)
 - Select 'Available Forms'
 - Select 'Request for Leave/Family Medical Leave'
 - Submit answers in all the required fields electronically
 - Upload any medical documentation, physician's notes, work excuses, etc. under the 'Medical Documentation' attachment field
 - Print the applicable 'FMLA Certification of Health Care Provider' to be completed by the treating physician and return to the Personnel Department hand-delivered, via fax at 864-949-1848 or email at Crystal.Jackson@spart5.net
 - Select 'Save Final'
- Once released from physician's care, a fitness for duty statement to return to work must be submitted to the Personnel Department

PAID PARENTAL LEAVE FAQs: EFFECTIVE 7/1/2022

Birth of Biological Child

- Eligible employees who give birth are entitled to receive 6 weeks of paid parental leave upon the birth of a newborn child
- Eligible employees who do not give birth are entitled to receive 2 weeks of paid parental leave upon the birth of a newborn child
- Days of paid parental leave taken for the birth of a newborn child must be taken consecutively and must run concurrently with FMLA leave

Fostering A Child in State Custody

- Eligible employees are entitled to receive 2 weeks of paid parental leave upon the fostering of a child in state custody
- Days of paid parental leave taken for the fostering of a child in state custody must run concurrently with FMLA leave effective the date of placement. Days may be requested in non-consecutive one-week time periods within one year of the date of placement

Adoption of a Child

- Eligible employees who are primarily responsible for furnishing the care and nurture of a child are entitled to receive 6 weeks of paid parental leave upon the adoption of a child
- Eligible employees who are not primarily responsible for furnishing the care and nurture of a child are entitled to receive 2 weeks of paid parental leave upon the adoption of a child
- Days of paid parental leave taken for the adoption of a child must be taken consecutively and must run concurrently with FMLA leave

MATERNITY/PATERNITY LEAVE INSURANCE REMINDERS:

- If enrolled in PEBA group benefits, contact the [Coming Attractions team at 800-925-9724](tel:800-925-9724) to take advantage of the pregnancy and postpartum care services provided by BCBS-SC (i.e. no-cost breast pump, no-cost lactation consultation, educational resources, etc.)
- Within 24-48 hours of birth, contact [Medi-Call at 800-925-9724](tel:800-925-9724) to confirm prior authorization to avoid penalty fees for failure to pre-certify your services
- Insurance coverage elections and updates must be made within 31 days of the newborn's date of birth. This process can be completed electronically via [MyBenefits](#) or via scheduled appointment with the Benefits Department.
- Review the [PEBA - Birth Life Event Member Checklist](#) and [PEBA Insurance Benefits Guide](#) for a description of eligible coverage changes
- Supporting documentation is required for the approval of life event coverage changes
 - Adding a spouse – Marriage License or page one of most recent joint tax return
 - Adding a child dependent – Long form birth certificate which can be manually picked up from the County health Department (DHEC) along with the child's social security number
 - If supporting documents are not retrieved prior to the 31-day deadline, notify Mikaela Davis via email at Mikaela.Davis@spart5.net to avoid loss of coverage change eligibility
- Changes to coverage elections could result in premium cost adjustments which will reflect on the next payroll following the date of change

GOT QUESTIONS? CONTACT US!

- For any TalentEd or FMLA request questions, contact Crystal Jackson at Crystal.Jackson@spart5.net
- For any Payroll or leave accrual questions, contact Cindy Smith at Cindy.Smith@spart5.net
- For any benefits or insurance questions, contact Mikaela Davis at Mikaela.Davis@spart5.net