

## **Frequently Asked Questions**

### **1. Is FMLA leave paid?**

If an employee is approved for FMLA leave, FMLA leave runs concurrently with any available paid leave (the employee's personal accrued, unused leave). Therefore, FMLA leave begins on the day of the employee's first FMLA-related absence, NOT after paid leave is exhausted. Any eligible accrued paid leave must be used before unpaid leave is permitted. Leave without pay is only permitted while on an approved leave of absence and all accrued leave has been exhausted. Your benefits coordinator will notify you when you exhaust paid leave and will be in a leave without pay status.

### **2. Do employees accrue leave time and receive holiday pay while in a paid leave status?**

Employees who are on paid FMLA leave will receive any missed sick and vacation accruals upon their return from leave.

Employees will receive holiday pay if they remain in a paid leave status the day before and after the holiday.

### **3. Do employees accrue leave time and receive holiday pay while in a leave without pay status?**

Any full calendar month in which an employee is on leave without pay, is not counted in the calculation of total state service for purposes of longevity pay or vacation leave entitlements. Employees do not accrue vacation or sick leave for such month.

Employees must either be at work, or in a paid leave status, the day prior to and the day after the holiday in order to receive holiday pay. If they are in an unpaid leave status, then they will not receive holiday pay.

### **4. What if an employee is not eligible for FMLA leave?**

Regular full-time employees who have not yet worked the required 12 months and 1,250 hours to qualify for FMLA may use any earned paid leave they have accrued. Contact your Benefits Coordinator to review your situation and discuss possible options.

### **5. Do part-time employees qualify for FMLA?**

While most part-time employees will not qualify for FMLA, some part-time employees who have worked as a State of Texas Agency employee at least 12 months and 1,250 hours within the past 12 months may qualify. Therefore, employees should always notify HR of any leave of absence requests in order to verify FMLA eligibility.

### **6. How do I start a claim if I am enrolled in Short and/or Long-term Disability coverage?**

For information on short or long term disability benefits or claim procedures, review disability benefits online at <https://reedgrouptipp.com/start-enroll.html> or contact ReedGroup toll free at 855-604-6230. Once an employee has met their waiting period and has exhausted all their available sick leave (whichever is greater), the claim may be eligible for payment. If you submit a disability claim, you will need to provide your benefits coordinator your disability claim number.

### **7. If I am on an approved leave, how often do I need to communicate with my supervisor?**

Communication expectations should be established between you and your supervisor prior to, or at the onset, of your FMLA leave.

### **8. Who will submit sick and vacation leave while I am on FMLA leave?**

It is the employee's responsibility to submit leave requests using the appropriate FML codes for their absences.