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EMPLOYEE NOTICE

FMLA CALCULATION FOR ST. LANDRY PARISH SCHOOL BOARD

“LOOK FORWARD” VERSUS “FISCAL-YEAR” METHODS

The Family and Medical Leave Act (FMLA) provides eligible employees with 12-work weeks of qualifying leave within a 12-month period. Effective January 1, 2019, the School Board’s method for calculating the 12-month period will change to a “look-forward” method. This announcement fulfills the requirement to provide 60-days’ notice of the change to all employees. During the transition period, employees taking FMLA between now and December 31, 2018 will do so under whichever method yields the greatest benefit to the employee.

Current Method: The School Board currently uses a “fiscal year” method for calculating an eligible employee’s 12-week entitlement of Family Medical Leave (FMLA) during a 12-month period. Using this method an employee is entitled to 12 weeks of leave during each fiscal year which starts on July 1 and ends on June 30.

New Method: Effective January 1, 2019, the method for calculating the 12-month period will change to a “look forward” method for calculating an eligible employee’s 12-week entitlement of Family Medical Leave (FMLA). Using this method an employee is entitled to 12 weeks of leave during the year beginning on the first date FMLA is taken and measured forward 12 months. The next 12-month eligibility period would begin the first time FMLA leave is taken after completion of any previous 12-month period.

Example: An employee takes FMLA leave for the first-time beginning October 1, 2018. The employee in this case is entitled to 12 weeks of a qualified FMLA leave taken either continuously or intermittently through September 30, 2019. On October 1, 2019 or thereafter the employee will begin a new 12-month eligibility period for FMLA beginning on the first date FMLA is taken.

A copy of the School Board’s updated FMLA policy is available on the School Board’s website and in the School Board’s Personnel/Human Resources Department at 1013 E. Creswell Lane, Opelousas, LA 70571. For questions regarding changes to the FMLA, contact the St. Landry Parish School Board’s Personnel/Human Resources Department at (337) 948-3657.

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