



## Personnel Policies

### CITY OF WESLACO, TEXAS

#### FAMILY MEDICAL LEAVE

Originally Approved:	02/21/2006
<b>Amended:</b>	02/24/2009
	08/07/2018
Page:	1 of 1

The City of Weslaco uses the “Look forward” method to determine the 12-month period.

- Twelve weeks of leave during the year beginning on the first date FMLA leave is taken.
- The cycle repeats as needed in following years.

The Family and Medical Leave Act of 1993 (FMLA) entitles qualified employees, with at least 12 months of service and where 1,250 hours were worked during the 12-month period immediately preceding the commencement of the leave, to as much as 12 weeks of unpaid leave of absence for the following five reasons:

- The birth of a child, to care for that child.
- The placement of a child for adoption or foster care.
- The serious health condition of an employee’s spouse, child or parent.
- An employee’s own serious health condition.
- An employee’s spouse, son, daughter, or parent is a member of any branch of the Armed Services and has been deployed or called to active duty (or has been notified of an impending call or order to active duty).

FMLA eligible employees are also entitled to a combined total of 26 weeks of unpaid leave to care for certain relatives with a serious injury or illness and who are or have been military service members.

Employees are required to notify the Human Resources Director of their need for FMLA leave. Requests for further information on FMLA leaves of absence should be made to the Human Resources Director.

FMLA is enforced by the Wage and Hour Division of the U.S. Dept. of Labor. This agency investigates complaints of violations. For information on how to file a complaint, contact the Wage and Hour Division. To locate the nearest Wage-Hour Office, telephone their toll-free information and help line at 1-866-487-9243.