



**WILLIAMSTON  
COMMUNITY SCHOOLS**

**FMLA LEAVE DECISION-MAKING FLOWCHART**

**Is the employee eligible for FMLA leave?**

Has s/he worked for the employer for 12 months AND worked 1,250 hours in the prior year?

Yes

No

**Does the employee's requested leave involve:**

- a) The birth of a child, or care of a newborn? **OR**
- b) Placement of a child for adoption or foster care? **OR**
- c) Care for the employee's spouse, child (biological, adopted, foster, or step under 18), or parent with a serious health condition? **OR**
- d) The employee's own serious health condition?

No

Employee is  
**NOT** eligible for  
FMLA Leave

Yes

Employee is eligible for up to 12 weeks of unpaid, job-protected leave per year.

You will be able to maintain your current benefits for these 12 weeks, but you will be responsible to pay the employee premiums even if on unpaid leave.