

Employee Attendance & Support Resources

Why Are You Receiving This?

We've noticed a pattern of absences or frequent use of sick leave. This handout is intended to provide helpful information about resources and policies that may assist you.

Family and Medical Leave Act (FMLA)

- **What is FMLA?**
Eligible employees may take up to 12 weeks of unpaid, job-protected leave per year for qualifying family and medical reasons.
- **Qualifying Reasons Include:**
 - Your own serious health condition • Caring for a spouse, child, or parent with a serious health condition • Birth or adoption of a child • Certain military-related family needs
- **How to Apply:**
Contact Tyler Jarl, HR Manager at 512-341-3143 or tjarl@roundrocktexas.gov

Americans with Disabilities Act (ADA)

- **What is ADA?**
The City provides reasonable accommodation for qualified individuals with disabilities.
- **Who to Contact?**
Contact Michael Bennett, Safety & Risk Manager at 512-218-6643 or michaelbennett@roundrocktexas.gov

Employee Assistance Program (EAP)

- **What is EAP?**
A confidential resource for employees and their families to address:
 - Stress and mental health • Substance abuse • Financial concerns • Work-Life Resources and Referrals • Medical Advocacy • Life Coaching
- **How to Access:** _____
Available 24/7 at no cost. Contact AllOne Health at 888-993-7650 or allonehealth.com/deeroaks for details.



Your Next Steps

If you have questions about your attendance or any of these programs, please reach out to your supervisor or Human Resources. These resources are here to support you.