

REQUEST FOR FAMILY LEAVE

Name: _____ Employee ID# _____ Phone # _____
(Full Legal Name as shown on S.S. Card)

Address: _____ City: _____ State: _____ Zip: _____
(Mailing address)

Position Title: _____ Center Assigned: _____

DIRECTIONS FOR COMPLETING SECTION BELOW

- Before you complete this request read the reverse side of this form.**
- Available sick, personal and vacation leave must be exhausted before using unpaid leave for illness or maternity purposes. Available personal and vacation leave must be exhausted prior to using unpaid leave for adoption or foster care. Contact the payroll department if you are unsure how much paid leave you have available.
- Attach a doctor's certification (U.S. Dept. of Labor Form WH-380) supporting any request for leave due to illness of yourself or a family member. (Office has Forms)
- Total leave requested cannot exceed twelve (12) weeks, except in the case of leave to care for a covered servicemember with a serious injury or illness. (26 workweeks during a single 12 month period)
- HOLIDAYS: If you are in an unpaid status before a paid holiday, you will not be paid for the holiday.

NOTE: Family leave cannot be combined with any other type of leave. Further, if the end of your leave falls within the last three weeks of the semester, the district may require that you continue leave until the end of that term for instructional employees.

REASON FOR LEAVE

(CHECK ONE)

- () Maternity
- () Adoption or Foster Care
- () Serious Health Condition of Family Member (Relationship) _____
- () Serious Health Condition of Self (A medical certification for personal sickness is required before an employee may resume work.)
- () Qualifying Exigency (Relationship) _____
- () Care for Covered Servicemember (Relationship) _____

Doctor's Certification Attached
(See #3 above)

Yes _____ No _____

LEAVE REQUEST IS FOR THE FOLLOWING:

Number of Days	Type	Dates	
		From	Thru
_____	Paid Days Used	_____ - _____	
_____	Unpaid Days Used	_____ - _____	
_____	Total Number of Days	_____ - _____	

Do you plan to return to work at the end of this FMLA leave?

_____ Yes _____ No

I wish to continue my insurance coverage during my leave.

_____ Yes _____ No

RETURN DATE: _____

Principal/Supervisor Signature

Date

Employee Signature

Date

FAMILY AND MEDICAL LEAVE POLICY

THE BOARD WILL PROVIDE FAMILY AND MEDICAL LEAVE TO QUALIFIED EMPLOYEES PURSUANT TO THE PROVISIONS OF THE FAMILY AND MEDICAL LEAVE ACT (FMLA) OF 1993. THE RULES LISTED BELOW GENERALLY OUTLINE THE PROCEDURES FOR CARRYING OUT SAID LEAVES. THE RULE AUTHORIZES THE SUPERINTENDENT TO CREATE AND CARRY OUT ALL PROCEDURES NECESSARY TO IMPLEMENT THIS POLICY AND THE FAMILY AND MEDICAL LEAVE ACT OF 1993. AUTHORITY: HRI - FAMILY & MEDICAL LEAVE ACT OF 1993. F.S. 230.22(1)(2)

1. Except in the case of leave to care for a covered servicemember with a serious injury or illness, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave during any school year (July - June) for one of the following reasons: (F.R.825.200;825.112)
 - a. Birth of a son or daughter of the employee and in order to care for such son or daughter during the first year of birth.
 - b. Placement of a son or daughter with the employee for adoption or foster care.
 - c. Care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
 - d. A serious health condition that makes the employee unable to perform the functions of the position of such employee.
 - e. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (F.R. 825.122 and 825.126); and
 - f. Care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (F.R. 825.122 and 825.127). (Entitled to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness during a "single 12 month period".)
 - Spouse - means a husband or wife as defined or recognized under State law for purposes of marriage, including common law marriage in States where it is recognized.
 - Parent - means a biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a child. This term does not include parents "in law."
 - Son or Daughter - means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability."
 - Covered Servicemember - The term "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. For purposes of this policy, an "eligible employee" means an employee who has been employed: (F.R.825.110)
 - a. For at least twelve months by the Board; and
 - b. For at least 1,250 hours of service with the Board during the previous twelve month (July-June) period.
3. If both a husband and wife are employed by the Board, the aggregate number of workweeks of leave to which both may be entitled is twelve workweeks. (F.R.825.202)
4. Employees who are on a leave granted under this policy who are eligible and receive Board provided group health insurance when actively working for the Board shall maintain this coverage for the duration of such leave. Employees who pay a portion of their premium and who pay for dependent insurance and other types of Board offered insurance coverage must make arrangement before going on leave to make direct premium payments to the Board while on leave. Additionally, the Board may recover its share of health plan premiums during a period of unpaid FMLA leave from an employee if the employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires. (F.R.825.100;825.208;825.210;825.213)
5. Employees who wish to take family leave as outlined in rule number one above, subsections **a** & **b**, must provide the employer with not less than 30 calendar days written notice, before the date the leave is to begin, except that if the date of the birth or placement requires leave to begin in less than 30 calendar days, the employee shall provide such notice as is practicable. (F.R.825.100;825.302)
6. Employees who wish to take family medical leave as outlined in rule number one above, subsections **c** & **d**, shall provide the Board with 30 calendar days notice, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. Employees shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer. (F.R.825.100)
7. Family leave as outline in rule number one above, subsections **a** & **b**, shall not be taken intermittently. The affected employee must take the full twelve weeks of leave provided by law: (F.R.825.203)
8. Family medical leave as outlined in rule number one above, subsections **c** & **d** may be taken intermittently when medically necessary. Under such circumstances, the employee must try to schedule the leave so as not to unduly disrupt the employer's operations. Also, the Superintendent may place the employee in an alternative position which better accommodates intermittent leave. (F.R.825.203;825.204)
9. Leave under the Family & Medical Leave Act is intended to provide assistance to employees who do not have other leaves available. Therefore, pursuant to the authority granted under said law, employees wishing to take family or family medical leave must first use the following leaves: (F.R.825.207)
 - a. Employees must substitute any accrued paid vacation and personal leave for family leave provided for in rule number one above, subsections **a** & **b**, for any part of the 12-week leave period.
 - b. Employees must substitute any accrued paid vacation, personal leave, sick leave, disability leave and workers compensation leave for family medical leave as described in rule number one above, subsection **c** & **d**. (Note: Employees who do not qualify for disability or workers compensation may qualify for family medical leave if they meet the certification requirement listed in rule number twelve below.)
 - c. The Board will not count paid leave which was not for a family or family medical purpose against the employees' FMLA twelve week leave entitlement.
10. If the requested leave would constitute more than 20 percent of the total number of working days in the period during which leave could extend, the employee may be required to take the leave in a block - not intermittently - for the entire period. (Instructional Employees Only) (F.R.823.601)
11. If the employee's family or family medical leave would terminate within three weeks or less before the end of a semester or school term, the employee may be required to wait until the next semester to return to work. (F.R.825.602)
12. The Board shall require a medical certification from eligible employees who request family medical leave under the FMLA. The form will be provided by the Superintendent and the completed form must be returned within 15 calendar days. (In the event that leave is taken for the employee's own serious medical condition, the Board may request re-certification of that ongoing condition every six months in conjunction with the employee's continued absence.) (F.R.825.100;825.305;825.308)
13. Upon return from a FMLA leave, the affected employee is entitled to be restored to the same position that the employee held when the leave started if the position remains available, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, an employee has no right to return to the same position. A medical certification, for personal sickness, is required before an employee may resume work. (F.R.825.100;825.214;825.604)
14. The employee is not eligible to collect unemployment or any other Government compensation while on leave. (F.R.825.305)
15. The Board authorizes the Superintendent to develop and implement procedures to carry out this policy, the FMLA and applicable U.S. Department of Labor Regulations.