

FAMILY AND MEDICAL LEAVE ACT (FMLA)1. Family Leave

In the event of absence required by sickness of a member of the employee's immediate family, the employee shall be entitled to use up to seven (7) days of personal necessity leave. Personal necessity leave is deducted from the employee's accumulated sick leave.

2. Family and Medical Leave Act

The Family and Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. An eligible employee is one who has completed 12 months of service.

Employees must submit a written request to District Human Resources requesting Family Leave. The request must state the expected duration and reason for the leave.

Valid reasons for taking family leave include:

- a. To care for the employee's child after birth, or placement for adoption or foster care;
 - b. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
 - c. For a serious health condition that makes the employee unable to perform the employee's job.
 - 1) any period of incapacity or treatment connected with inpatient care (i.e., in a hospital, hospice or residential medical care facility)
 - 2) any period of incapacity due to pregnancy or for prenatal care
 - 3) any period of incapacity due to a chronic serious health condition (i.e. asthma, epilepsy)
 - 4) a period of incapacity that is permanent or long-term due to a condition (Alzheimer's, stroke, terminal disease)
 - 5) any absences to receive multiple treatments (including any period of recovery by a health care provider for a condition that likely would cause incapacity (chemotherapy, physical therapy, dialysis)
3. District Payroll will notify District Human Resources when an employee begins extended sick leave. Employees will then be notified that both State and Federal FMLA will run concurrently with the use of extended sick leave.
 4. A medical certification will be required to support a request for leave because of a serious health condition, and may require a fitness for duty report to return to work.
 5. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
 6. For the duration of the FMLA leave, the employee's health coverage will be maintained under any group health plan.

7. Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.

- (1) United Faculty Agreement, Article 12.11
- (1) Public Employees Union, Local 1, Article 9.17
- (2) Family and Medical Leave Act of 1993