

Timberlane Regional School District	Procedure Code: GCCBC – R
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FAMILY AND MEDICAL LEAVE ACT REGULATIONS

The Family and Medical Leave Act (FMLA) provides unpaid, job-protected leave. Leave may be taken all at once or intermittently.

Qualifying conditions for FMLA consists of:

- 1) conditions requiring an overnight stay in a hospital or other medical care facility.
- 2) conditions that incapacitate an employee or a qualifying family member (for more than three consecutive calendar days and require ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication).
- 3) chronic conditions that cause occasional periods when the employee or family member are incapacitated and require treatment by a health care provider at least twice a year;
- 4) pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).
- 5) FMLA also provides certain military family leave entitlements. Employees may take up to 26 weeks of FMLA leave in a single 12-month period to care for a service member, and it may be taken intermittently as the medical condition requires.

When leave is taken employers must continue your health insurance. Employees will be required to continue to make any normal employee contributions.

Time off under the FMLA may not be held against an employee in employment actions such as hiring, promotions or discipline.

FMLA leave may be taken as either a single block of time or in multiple, smaller blocks of time if medically necessary Employees must try to schedule the treatment at a time that minimizes the disruption to your employer.

Employees must provide the Human Resource with appropriate notice. If an employee knows in advance that FMLA leave will be needed they must alert the Human Resources Department at least with 30 days advance notice or must give notice as soon as possible.

Employees must follow your school’s usual notice or call-in procedures unless they are unable to do so and provide enough information so your employer is aware it may be covered by the FMLA.

You will need to inform the Human Resources Department your need for FMLA leave changes while you are out.

When we provide you with an eligibility notice, we must also give you a notice of your rights and responsibilities under the FMLA. This notice will include all the following: A definition of the 12-month period the employer uses to keep track of FMLA usage which is a rolling 12-month period measured backward from the date you use FMLA leave.

We will provide employees with a DOL medical certification from a health care provider. You are responsible for making sure that the certification is returned directly to the Human Resources Department. Failure to provide the requested medical certification, may cause your FMLA leave to be denied.

Employers may require an employee to submit to a medical examination and obtain a fitness for duty certification if the employer has a reasonable belief based on objective evidence that the employee's ability to perform essential job functions will be impaired by a medical condition. All fitness for duty requests will be held to ADA standards.