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| Timberlane Regional School District | Policy Code: GCCBC |
| Adopted: 02-24-05 Revised: 04-20-17, 11-18-21, 02-17-22, 04-08-24 | Page 1 of 2 |

FAMILY AND MEDICAL LEAVE ACT

Consistent with the federal Family and Medical Leave Act the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks per year. Family medical leave time will be calculated by the 12 month period measured backward from the date of your leave. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. An employee should consult the regulations which implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours (average of 17.5 per week for full year employees, and 25.85 for school year employees) during the prior twelve months.

Qualifying FMLA events are the birth or adoption of a son or daughter or for foster care; to care for an immediate family member (spouse, child or parent) with a serious health condition; or because of your own serious health condition that incapacitates you from working; or any qualifying exigency arising out of the fact that a spouse, son, daughter, parent is a military member on covered active duty or called to covered active duty status and/or to care for a service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

The District will require an employee to use accrued paid sick, vacation, personal, or time approved from the sick/disability bank for purposes of family medical leave. FMLA shall occur concurrently with any paid or unpaid leave granted pursuant to any collective bargaining agreement or Board approved policy.

The employee shall notify the District of their request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District will require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, their must be returned to the same or equivalent position of employment. The Superintendent, or their designee, may reassign a teacher a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the

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pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

The user of this policy is also directed to the applicable provisions of any Collective Bargaining Agreements in the district.