

E-201R

Procedures: Family and Medical Leave Act

1. After three (3) days of consecutive absences due to illness, an employee will be asked to complete a Leave of Absence form and will be provided with an FMLA packet (including a Certificate of Health Care Provider form). Employees may be asked to present a health care provider's note verifying reason for absence. (By law, the employee has 15 days from the date of request for information to provide information to the HR Department).

Within five (5) days from the time it is determined that the leave is FMLA qualifying;

- The building administrator(s) will be notified by HR Clerk
 - The Superintendent will be notified by HR Clerk
 - The Board Chair will be notified*(see #2 below)
 - If applicable, per Special Provisions Relating to Instructional Employees – the Superintendent, Board and school Administrator will make determination regarding end of leave period on a case by case basis.
2. If it is determined that the leave is FMLA qualifying; The Principal and the Superintendent must bring the request notice to the board for approval. Once approved by the board, the Superintendent shall sign the form or letter as approved.
 3. Within five (5) days from the determination that the leave is not FMLA qualified:
 - a. The Principal will be notified by the HR Clerk
 - b. The Superintendent will be notified by the HR Clerk
 - c. The Principal and the Superintendent must bring the request to the board for approval. If applicable, negotiated agreement language will be followed. If approved by the board, the Superintendent shall sign the form or letter as approved. If denied, the Superintendent shall respond to the employee in writing.
 4. If needed, a substitute (long term substitute or short term substitute) will be hired to complete the leave.
 5. All FMLA regulations will be followed.
 6. Any accrued sick, personal or vacation time may be used towards FMLA leave as paid leave, at the employee's election. Such election must be in writing.
 7. If the employee is covered by worker's compensation, the employee is entitled to up to twelve (12) weeks of FMLA even though collecting workers compensation.
 8. If the employee is not able to return to their position at the end of the FMLA period (limited to 12 weeks); the employing board has the right to:
 - a. Approve a request for additional leave of absence
 - b. Hire a permanent replacement for the employee who has used all entitled FMLA leave.