

### Family Medical Leave Act

The District allows eligible employees to take a leave for up to 12 work weeks in a 12-month period under the Family Medical Leave Act (FMLA). The District will follow the rules of FMLA to determine eligibility and acceptable reasons.

#### **Employee Notice and Medical Certification**

When a leave is foreseeable, the employee must give at least 30 days' advance notice of when and how much leave he or she needs. When leave is not foreseeable, the employee must provide notice as soon as practicable.

The District may require an employee to submit certification from a healthcare provider to substantiate a leave request. If the certification is incomplete or insufficient, the District will identify in writing what information the employee must provide to correct the deficiency within seven days. If the employee fails to timely provide the requested information, the District may deny his or her FMLA leave request.

The District may also request a second opinion regarding the employee's medical status from a healthcare provider of its choice at its expense and a third opinion from a provider agreed upon by the District and the employee to be paid for by the District.

#### **12-Month Period**

The District will use a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

#### **Concurrent Leave**

Employees must use all eligible paid leaves concurrently with periods of FMLA leave.

#### **Intermittent Leave**

FMLA leave that is taken at the end of the school year and resumes at the beginning of the next school year is continuous leave. The period during summer vacation is not counted against an employee's FMLA entitlement; the employee will continue to receive any benefits that are customarily given over the summer break. If intermittent use of leave is allowed under FMLA, the District will allow this type of leave in whole or half day increments.

If an instructional employee request intermittent leave or leave on a reduced schedule, and will be on that leave for more than 20% of the number of working days during that period, the District may:

- a) Require the employee to take leave for a period or periods of a particular duration not greater than the duration of the planned treatment; or
- b) Transfer the employee temporarily to an available alternative position for which the employee is qualified which has equivalent pay and benefits and which better accommodates recurring leave periods than the employee's regular position.