

Family and Medical Leave

4600.

PURPOSE

The purpose of this policy is to provide employees with the right to take unpaid family and medical leave for certain reasons, as defined by applicable federal, state, and local laws and regulations. This policy is intended to comply with the Family and Medical Leave Act (FMLA) and other applicable laws.

ELIGIBILITY

An employee who has been employed by the District for at least twelve (12) months, and who has worked for the District for at least 1,250 hours of service during the twelve (12) month period prior to the start of the leave.

An employee is eligible for the Family and Medical Leave Act if the employee is a "covered employee" as defined in the FMLA regulations, and if the employee is employed by a "covered employer" as defined in the FMLA regulations.

DEFINITIONS

Genetic information: For purposes of this policy, "genetic information" includes an individual's family history, or an individual's, or an individual's family member's, utilization of genetic testing, or the use of genetic testing by an individual's family member.

Instructional employee: For purposes of this policy, an "instructional employee" is defined as a teacher, instructor, or other employee who is primarily engaged in the instruction of students in a school or other educational institution.

Non-certified employee: For purposes of this policy, a "non-certified employee" means an employee who is not a "certified employee" as defined in the FMLA regulations.

REASONS FOR LEAVE

(a) Federal FMLA

Leaves under the Federal FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care, or child birth;
- to care for the employee's newborn child;
- the placement of a child with the employee by adoption or for foster care;
- to care for the employee's spouse, child, or parent who has a serious health condition that renders the employee unable to perform his or her major functions of the job; or
- to care for a family member who has a serious health condition that renders the employee unable to perform his or her major functions of the job; or
- short-notice deployment;
- military events and related activities;
- childcare and school activities;
- financial and legal arrangements;
- counseling;
- rest and recuperation;
- post-deployment activities;
- parental care leave for military members whose parent is incapable of self-care; or
- additional activities that are necessary to the active duty or call to active duty of a member of the armed forces, as an exigency and directly related to the military service of the member.

(b) CT FMLA

Leaves under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the employee's family member, if such family member has a serious health condition that renders the employee unable to perform his or her major functions of the job; or
- in order to serve as an organ or bone marrow donor;
- to care for a family member who is the employee's spouse, parent, child, or sibling, or a child, parent, or sibling of the employee's spouse, parent, child, or sibling, who has a serious health condition that renders the employee unable to perform his or her major functions of the job; or
- to care for a family member who is the employee's spouse, parent, child, or sibling, or a child, parent, or sibling of the employee's spouse, parent, child, or sibling, who is a member of the armed forces, as an exigency and directly related to the military service of the member.

For purposes of the CT FMLA, "family member" means a spouse, child, parent, or sibling of the employee, or a child, parent, or sibling of the employee's spouse, parent, or sibling.

LENGTH OF LEAVE

1. Basic FMLA Leave Entitlement

1. Leaves under the Federal FMLA: If a leave is requested for a Federal FMLA-qualifying reason, an employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the

12-month entitlement period.

1. Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

Employees are eligible for additional leave under the Federal FMLA and/or CT FMLA. For the Federal and

1. Leave to Care for an Injured or Ill Servicemember

In addition to the provisions of FMLA, eligible employees may take up to twenty (20) days of leave during the 12-month entitlement period for a serious health condition of a family member who is a

When combined with another type of Federal FMLA and/or CT FMLA-qualifying leave, the total amount of leave cannot exceed 26 weeks in any 12-month period.

TYPES OF LEAVE AND CONDITIONS

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave is taken by employees for periods of continuous FMLA and/or Full-time Unpaid Intermittent leave means leave taken due to a FMLA-qualifying reason in intermittent periods of less than one year.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per week or the employee can assist in the care of a seriously injured family member.

Intermittent or reduced schedule Federal FMLA and/or CT FMLA leave may be taken (a) when for the purpose of caring for a family member with a serious health condition, (b) when the employee is unable to perform his or her job due to a serious health condition, (c) when the employee is unable to perform his or her job due to a serious health condition, (d) when the employee is unable to perform his or her job due to a serious health condition, (e) when the employee is unable to perform his or her job due to a serious health condition, (f) when the employee is unable to perform his or her job due to a serious health condition, (g) when the employee is unable to perform his or her job due to a serious health condition, (h) when the employee is unable to perform his or her job due to a serious health condition, (i) when the employee is unable to perform his or her job due to a serious health condition, (j) when the employee is unable to perform his or her job due to a serious health condition, (k) when the employee is unable to perform his or her job due to a serious health condition, (l) when the employee is unable to perform his or her job due to a serious health condition, (m) when the employee is unable to perform his or her job due to a serious health condition, (n) when the employee is unable to perform his or her job due to a serious health condition, (o) when the employee is unable to perform his or her job due to a serious health condition, (p) when the employee is unable to perform his or her job due to a serious health condition, (q) when the employee is unable to perform his or her job due to a serious health condition, (r) when the employee is unable to perform his or her job due to a serious health condition, (s) when the employee is unable to perform his or her job due to a serious health condition, (t) when the employee is unable to perform his or her job due to a serious health condition, (u) when the employee is unable to perform his or her job due to a serious health condition, (v) when the employee is unable to perform his or her job due to a serious health condition, (w) when the employee is unable to perform his or her job due to a serious health condition, (x) when the employee is unable to perform his or her job due to a serious health condition, (y) when the employee is unable to perform his or her job due to a serious health condition, (z) when the employee is unable to perform his or her job due to a serious health condition.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request Federal FMLA and/or CT FMLA leave for the same qualifying reason during the 12-month entitlement period, the total amount of FMLA leave for both spouses cannot exceed 12 weeks in any 12-month period.

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If Federal FMLA leave is requested by an instructional employee for any reason more than five (5) weeks before the end of the academic term, the employee may take up to five (5) weeks of leave during the two-week period preceding the end of the term. If the instructional employee begins Federal FMLA leave during the three-week period preceding the end of the term, the leave will be limited to five (5) working days.

REQUESTS FOR LEAVE

(a) Foreseeable Leave

An employee must notify the Office of Personnel and Talent Development of his or her family member's serious health condition and the need for leave at least 30 days before the start of the leave.

(b) Unforeseeable Leave.

When the employee's need for leave is not foreseeable, an employee must provide notice as soon as possible.

SCHEDULING PLANNED MEDICAL TREATMENT

When planning medical treatment for a foreseeable Federal FMLA and/or CT FMLA-qualifying reason, the employee must provide notice to the Office of Personnel and Talent Development at least 30 days before the start of the leave.

