

Cle Elum-Roslyn School District No. 404

Board Policy

Personnel

5404P

Family and Medical Leave Procedure

Eligibility: An employee is eligible for this type of leave if they meet the following conditions:

- Have worked for the district for at least one year;
- Have completed at least 1,250 hours of work during the 12-month period prior to the leave as a certificated employee; or
- Have completed 720 hour or more in the prior year as a classified employee.
- Have exhausted all sick and annual leave. However, an employee may request a waiver of the Board to go on FMLA even though they have not exhausted all sick and annual leave.

Purpose of the Leave: Family care and medical leave may only be used for:

- The birth or adoption of a child;
- The serious health condition of a spouse, parent or child; or
- The employees own serious health condition.

Requesting Leave: Notification of the need to request a leave should be made in a timely fashion to the immediate supervisor and the Human Resources department. The Human Resources department will send the employee an FMLA packet which contains all of the necessary paperwork and documentation required to process the leave request.

Paid or Unpaid Leave: Family care leave is unpaid. FMLA will be applied concurrently with any applicable paid or unpaid leave. If a Workers' Compensation Leave is run concurrently with FMLA, then the employee is not required to use any paid leave (including sick, vacation, etc). For the purpose of FMLA, any leave, whether paid or unpaid shall not exceed the 12-week period allowed for under the FMLA and used during the immediately preceding 12 months.

Returning from Leave: When an employee returns from a leave related to their own health condition, they will be required to submit a physician's release indicating that they are able to perform their job. Generally, employees will be reinstated to the same or equivalent position when returning from a family care or medical leave. However, the district may refuse to reinstate an employee to the same or equivalent position as allowed by law. An employee returning from family care leave shall return with no less seniority than the employee had when the leave commenced for purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as vacation. Family care leave is not considered time worked for the purpose of determining the amount of benefits, such as vacation, sick leave, and retirement.

How FMLA Leave Affects Medical Coverage: During the leave, the district will maintain and pay for the district's medical coverage, under the group health plan, on the same terms that apply when the employee was actively working. An employee must make arrangements with the payroll department to pay for their share of the premium during this time period. If the employee does not return from Family Care Leave, they will be responsible for any group insurance premiums which may be paid for by the district during the leave period. The failure to pay the employee portion of applicable insurance premiums within the time specified under the insurance plan's policy provisions will result in a lapse of benefit coverage. Such lapse will be retroactively effective from the date the premium is due and unpaid. A 30-day grace period will be provided in which to remit any due and unpaid premiums. The district will provide written notice of cancellation at least 15 days before the date the insurance policy lapses due to non-payment of premium.

Adopted: 6/28/2010