

## **REQUESTING LEAVE THROUGH THE FAMILY MEDICAL LEAVE ACT (FMLA)**

### **Requesting Leave\*:**

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practical, the notice must be given as soon as practical. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### **Certification\*:**

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider. (Form WH-380-F revised May 2105. Attached and found on the QPS Website.)
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider. (Form WH-380-E revised May 2015. Attached and found on the QPS Website.)
3. When the leave is to care for a covered service member with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered service member. (Forms WH-384 revised February, Form WH-385 and WH-385V revised May 2015. Attached and found on the QPS Website.)
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to

active duty status in support of a contingency operation, and the dates of the covered military member's active duty status.

Continuation of Health Benefits\*:

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. The District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Return to Work\*:

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices. Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Questions:

Questions regarding your leave should be directed to the Human Resources Manager, Penny Little at 217-223-8700 ext. 2251 or the Director of Personnel, Lisa Otten at 217-223-8700 ext. 2225.

\*Quincy Public Schools Policy Manual, Section 5:185

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