



COMBINING FMLA AND CERTIFIED SICK BANK LEAVE FOR BIRTH OR ADOPTION OF CHILD

If you have donated days or are vested in the Certified Sick Leave Bank, please be aware of the difference between FMLA and the Sick Leave Bank.

FMLA is unpaid leave protecting your job and employee benefits for up to 12 work weeks (60 work days) during an extended leave for an employee's serious medical condition (including the birth or adoption of a child).

Approved Certified Sick Bank leave is paid leave available to you until you are released by the doctor. For pregnancy, that is up to six (6) calendar weeks for a natural delivery and up to eight (8) calendar weeks for a cesarean delivery. The available leave time begins on the date of delivery and includes school breaks.

An employee must use any current-year personal leave available to them prior to requesting Certified Sick Bank leave. A request to use Certified Sick Bank leave must be submitted to your building administrator and approved by committee.

Neither FMLA nor Certified Sick Bank leave extends your paid time beyond the 6 or 8 weeks. FMLA will run concurrently with any paid leave during your absence. Eligible employees may use the maximum 12 work weeks of FMLA, but the time beyond the 6- to 8-week time period will be unpaid.

Birth of Child

1. A maximum of six (6) weeks for natural delivery and eight (8) weeks for cesarean delivery may be used from the date of the child's birth.
2. If both biological parents are employed in certified positions in the district and both are vested in the sick leave bank, the leave days may be taken by either employee, or shared between the two, up to a family maximum of six weeks for natural deliveries and up to a family maximum of eight weeks for cesarean deliveries.

Adoption of Child

1. When adopting an infant (0-6 weeks old), a maximum of six (6) weeks from the date of the adopted child's birth may be used.
2. When adopting a child over six weeks or age, a maximum of ten (10) days from receipt of the child may be used.
3. If both adoptive parents are employed in certified positions in the district and both are vested in the sick leave bank, the leave days may be taken by either employee, or shared between the two, up to a family maximum of six weeks from date of birth of the infant and up to a family maximum of ten days for a child over six weeks of age.