

LEHIGHTON AREA SCHOOL DISTRICT
Request for Family & Medical Leave/Parental Leave

Date of Request: _____

Name of Employee: _____

Employee's Address: _____

Telephone: _____

Position: _____

Reason for Leave:

- ☐ The birth of a child, or the placement of a child with you for adoption or foster care; of
- ☐ A serious health condition that makes you unable to perform the essential functions for your job; or
- ☐ A serious health condition affecting your ☐ spouse, ☐ child, ☐ parent, for which you are needed to provide care.

Medical certification supporting the need for leave affecting you or an immediate family member must be provided to the school district.

Disability Period:

Beginning Date of Leave: _____

Ending Date of Leave: _____

Apply Sick Day(s): Number of Days: _____

Apply Personal/Vacation Day(s): Number of Days: _____

Employee's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

☐ Sent for Board Approval: Date of Meeting: _____

Copies to: Employee
 Business Office (Payroll & Benefits)
 Personnel File

LEHIGHTON AREA SCHOOL DISTRICT

Jonathan J. Cleaver, Superintendent
Melissa F. Wagner, Administrative Assistant
1000 Union Street, Lehigh, Pennsylvania 18235
Telephone: 610-377-4490 Fax: 610-577-0035

"Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment."

Clarification of FMLA Policy #335

- ⇒ FMLA law allows this leave for up to 12 weeks within a one year period. Therefore, if someone takes a leave on 1/2/12 for a period of 12 weeks and then comes back to work, they are not permitted to take another FMLA leave until 1/2/2013, providing they complete accrued 1,250 hours of work time within that year.
- ⇒ If someone is out more than 10 days for an illness, they are required to complete the attached form and submit it to this office for board approval. (Example: A person is out for 2 weeks with what they think is the flu. Up to this point it is not FMLA. However, this person is not getting better and is now hospitalized for tests/treatment and still can not come back to work. This now becomes FMLA and the time is counted back at day one of absence.)
- ⇒ If they are aware ahead of time that they will be out, they must complete the form and submit it to this office for board approval prior to being out (example: scheduled surgery, maternity).
- ⇒ They must use their sick days and personal days so they will continue to get their full pay. Their benefits remain intact during the FMLA leave time (12 wks.). Sick/personal days will run concurrent with the FMLA leave and NOT in addition to FMLA leave.
- ⇒ FMLA leave may be taken for 12 straight weeks or on an intermittent basis (where days would be counted until the 12 weeks are accumulated). A person may want to take the intermittent leave, for instance, if they are taking a sick family member for some type of treatment or sharing care of a family member with other siblings where they are not needed every day.
- ⇒ Another example you may encounter is maternity leave. If someone takes their FMLA leave for purposes of maternity beginning 5/20/17 and the last day of school (required work day) is 6/5/17, those days are counted toward their FMLA leave. The days over the summer do not count. When required work days begin again in August 2012, their FMLA leave time begins again to accrue toward the 12 weeks.

Please note that this is a combination of FMLA Law and Board Policy. This procedure is not optional and we must comply with the law and policy.

As you can see, it can get quite confusing. Please direct any questions you have to this office and we will research the answer for you.

Attached: FMLA District Policy #335
District FMLA Form

Melissa F. Wagner

Administrative Assistant to the Superintendent
Lehigh Area School District

"Educating together to prepare our students for life's journey."

"Commitment to Excellence"

Lehigh Area School District
1000 Union Street
Lehigh, PA 18235

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Number	335
Status	Active
Legal	1. 29 U.S.C. 2601 et seq 2. 29 CFR Part 825 3. 29 U.S.C. 2611 4. 29 U.S.C. 2612 5. 29 CFR 825.200 Pol. 813
Adopted	May 27, 2008
Last Revised	July 24, 2017

Authority

The Board adopts this policy to address leaves of absence for specific family and medical issues for administrative, professional and support employees, in compliance with the Family Medical Leave Act, hereinafter referred to as FMLA.^{[1][2]}

Delegation of Responsibility

The Superintendent or designee shall develop and implement administrative regulations governing leaves for family and medical reasons that comply with law.

Guidelines

Required notices shall be posted by the district.

Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request; whenever an employee requests an FMLA leave; and whenever the district designates a leave as an FMLA leave.

All requests for leave, both FMLA leave and non-FMLA leave, shall be made in writing on a district form. The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.

Medical certification forms shall be required whenever allowed or authorized by provision of the FMLA.

If the employee requesting an FMLA leave qualifies for and is entitled to any paid leave under an administrative compensation plan, individual contract, collective bargaining agreement, Board policy or statutory mandate, the employee will utilize such leave during the FMLA leave.

Employees shall be required to provide a fitness-for-duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of an administrative compensation plan, individual contract, or collective bargaining agreement, or where the employee has taken a paid leave concurrent with the FMLA leave and Board policy and district practice has not required a fitness-for-duty certificate to be provided.

For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave in any twelve-month period, the district shall utilize a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.^[5]

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition, or if the employee has a serious health condition, when:

1. The employee fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures).
2. The employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the FMLA. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the law.^{[3][4]}

Instructional employees may be required to continue FMLA leave to the beginning of a grading period or term if conditions of leave are those specified in the law.