

Family Medical Leave Act (FMLA)/Vermont Parental and Family Leave Law (VPFLL) Procedure

Addison Central School District (ACSD) will subscribe to all legal requirements as outlined in the provisions under the federal Family and Medical Leave Act and the Vermont Parental and Family Leave Law, as applicable to eligible employees.

General Provisions

The District will grant up to 12 weeks (or under FMLA, up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. Where both laws are applicable, FMLA and VPFLL will run concurrently.

Notification

Building administrators must notify the Human Resources Coordinator when an employee has been absent three consecutive days or when an employee has notified them of an expected medical leave.

The Human Resources Coordinator will communicate with the employee to determine if the leave qualifies for protection under FMLA or VPFLL. All necessary documentation is to be filed with the Central Office and will be kept in a confidential manner. Building administrators will be notified of the duration an employee is expected to be on leave. The employee should also be in communication with the building administrator regarding absences and intent to return to work.

Return to Work

The Human Resources Coordinator will collect a fitness for duty certificate from the employee prior to their return to work if applicable. Any restrictions indicated will be communicated to the building administrator.