

## FAMILY AND MEDICAL LEAVE ACT

Consistent with the federal Family and Medical Leave Act of 1993, the Governor Wentworth Regional School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during a twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the Governor Wentworth Regional School District. An employee should consult the regulations that implement the Act for more specific definitions and criteria for use. It is not the intent of this policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours (an average of 17.5 hours per week for full year employees, and 25.75 hours for school year employees) during the prior twelve months.

Family leave shall be provided when a child is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be provided for the serious health condition of the employee, or in order for the employee to take care of a child, parent, or spouse who has a serious health condition, when said care renders the employee unable to perform the functions of their job.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or emergency leave for purposes of family leave. An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or medical/sick leave for purposes of medical leave.

The employee shall notify the District of their request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a Family and Medical Leave, they must be returned to the same or equivalent position of employment. The Superintendent or designee may reassign a teacher consistent with the teacher's agreement, to a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

Eligible employees are also directed to the applicable provisions of their Collective Bargaining Agreement with the Governor Wentworth Regional School District.

**Legal References:**

*RSA 189:73 Family and Medical Leave Coverage*

*29 U.S.C. section 2611, et seq. Family and Medical Leave Act of 1993 (Pub. L. 103-3)*

Approved: 4/03/00; Revised: 3/06/06; Reaffirmed: 4/06/09

Revised: **5/06/2024**