

HIGHLIGHTS OF OUR FMLA POLICY

WHO IS ELIGIBLE?

Full Time Employees - An employee who has been employed by the Schuylkill Intermediate Unit or the Schuylkill Technology Center for at least twelve months, provided the employee worked at least 1,250 hours in the twelve months preceding the beginning of the leave.

WHEN IS FMLA REQUIRED ?

If a **full time** employee is absent for **FIVE (5)** consecutive days for a serious health condition for themselves or a family member or for the birth of a child, FMLA paperwork must be completed.

WHAT IF THE EMPLOYEE HAS SICK, PERSONAL AND VACATION LEAVE AVAILABLE?

A request for FMLA leave is **REQUIRED**, whether you have leave available or not.

WHERE DO I GET THE FORMS?

FMLA forms are available on our website under Human Resources/Forms/Leaves & Travel for the IU and under Staff Resources/Forms/Leaves & Travel for the STC.

WHEN ARE THE FORMS DUE?

If an employee has prior knowledge of time needed for medical reasons such as surgery or other medical procedures, the forms are due prior to taking that leave. Board policy asks for a 30 day notice, if possible. In the case of an emergency, the forms are due as soon as they can be done.

HOW LONG IS FMLA LEAVE?

FMLA leave enables an employee to be absent from work for a total of twelve weeks in a one year period. We use a rolling twelve-month period measured backwards from the date leave is used.

MUST AN EMPLOYEE USE ALL TWELVE WEEKS?

An employee does not have to use all twelve weeks at one time. The FMLA is available for a twelve month period beginning on the first day of leave. It can also be taken intermittently as needed (by the day).