FAMILY AND MEDICAL LEAVE **212**

PURPOSE

The purpose of this policy is to put forth how Lakes International Language Academy (the "School") provides for family and medical leave to school employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

I. TWELVE-WEEK LEAVE

A. Regular full-time and part-time employees who have been employed by the school at least half-time during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

1. birth of the employee's child;

2. placement of an adopted or foster child with the employee;

3. to care for the employee's spouse, child, or parent with a serious health condition; and/or

4. the employee's serious health condition makes the employee unable to perform the functions of the employee's job.

B. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any leave.

C. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

D. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the School or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced-schedule basis, based on their average hours worked per week. Where an intermittent or

reduced-schedule leave is foreseeable based on planned medical treatment, the School may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

E. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

F. If the School has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the School's expense. If the opinions of the first and second health care providers differ, the School may require certification from a third health care provider at the School's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

G. Requests for leave shall be made to the School. Employees must give 30 days written notice of a leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the School, subject to and in coordination with the health care provider.

H. During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12-month period), the School will provide health insurance under its group health plan under the same conditions that coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.

I. The School may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. It shall be the responsibility of the School director to

develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the School board for review. The School shall comply with written notice requirements as set forth in federal regulations.

J. Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12-month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

K. An employee who does not return to work after leave may, in some situations, be required to reimburse the school for the cost of the health plan premiums paid by it.

L. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 (FMLA) and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

II. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

A. An instructional employee is one whose principal function is to teach students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced-work-schedule leave greater than twenty percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the

semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the School may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the School may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the School may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The School will continue to fulfill the school's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

III. DISSEMINATION OF POLICY

This policy shall be included in the employee handbook and posted on the school website.

IV. ADMINISTRATIVE DIRECTIVES AND GUIDELINES

A. Employees using leaves greater than 60 days shall not accrue sick leave while on leave.

B. After 60 days leave, employees also become responsible for paying their ongoing full health insurance premiums. E.g., An employee taking a leave 61 days or longer to get to the end of the school year would be responsible for their summer health insurance premiums.

C. A birthing parent can use up to 35 days of accrued sick leave for days that they would have normally worked. A non-birthing parent may use up to 35 days of accrued sick leave for days that they would have normally worked.

D. Adoption: Adopting parents may use up to 35 days of accrued sick leave for days that they would have normally worked.

E. Leaves must be used within 12 months of the birth or adoption of the child.

F. Intermittent or reduced schedule leave may be granted at the discretion of the School.

Adopted: 06/06/2005
Revised: 01/07/2008
Revised: 03/03/2011
Amended: 10/01/2013
Reviewed: 05/28/2015
Amended: 05/28/2015
Amended: 03/12/2019