

LEAVE OF ABSENCE

INFORMATION

The Black Horse Pike Regional School District provides eligible employees who need to be out of work for more than 5 work days, a leave of absence in accordance with the provisions of the Federal Family and Medical Leave Act of 1993 (FMLA) and/or the New Jersey Family Act (NJFLA), as well as certain Personal Leave as defined in the District's Collective Bargaining Unit Agreements.

Types of Leaves

Family and Medical Leave (FMLA)

For eligible employees, up to **12 workweeks of leave** in a 12-month period for any of the following reasons:

- Birth of a child and to care for the newborn child within 1 year of birth
- An employee's newly adopted or foster child, within 1 year of placement
- To care for the employee's spouse, child, or parent who has a serious health condition
- A serious health condition that makes the employee unable to perform the functions of his or her job
- A qualifying exigency, arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered active duty or call to covered active duty status.

For more information, please click here: [Family and Medical Leave Act](#)

To be eligible for leave under the FMLA, an employee must have been employed by the Black Horse Pike Regional School District for at least twelve (12) months and have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave.

If an employee requests intermittent or reduced leave status, the Board has the right to temporarily transfer the employee to another position of equivalent pay and benefits in order to better accommodate the employee's leave.

Health benefits will continue during an approved FMLA leave for an **eligible employee** beyond the 12 workweeks allowed by the FMLA, at the Board's discretion. However, the employee will still be required to make his/her usual contributions.

New Jersey Family Leave Act (NJFLA)

Reasons for Leave:

- To care for an employee's newborn, within 12 months of birth
- To care for an employee's newly adopted child, within 12 months of placement
- To care for an employee's family member with a serious health condition

An employee's own serious health condition is not eligible under NJFLA.

The NJFLA provides for up to 12 weeks of leave in a 24-month period. The 24-month period begins on the first day of the employee's NJFLA leave.

To be eligible for leave under the NJFLA, an employee must be employed in New Jersey by a covered employer. The employee must have been employed for at least twelve (12) months for the employer and must have worked 1,000 base hours in the preceding twelve (12) months.

The FMLA provides time off from work due to an employee's own disability, while the NJFLA does not. Thus, even though an employee may utilize all of his/her allotted time under the FMLA due to his/her disability, the employee may subsequently be entitled to time off under the NJFLA in connection with the birth or adoption of a child or the serious illness of a parent, child, or spouse.

For more information, please click here: [New Jersey Family Leave Act](#)

Health benefits will continue during leave under NJFLA, as long as the employee continues to make his/her contributions.

Available Benefits During Your Leave

New Jersey Family Leave Insurance (FLI)

Family Leave Insurance provides cash benefits for up to 12 consecutive weeks or 56 intermittent days within a 12 month period:

- Care for a newborn, within 12 months of birth
- Care for a newly adopted child, within 12 months of placement
- Care for a family member with a serious mental or health condition
- Handle certain matters related to domestic or sexual violence

Employees are not eligible for FLI for his/her own serious health condition.

For more information, please click here: [Family Leave Insurance](#)

REVISED 3/2026

GENERAL INFORMATION

Medical Disputes on Eligibility

If there is a dispute about the medical opinion provided by the employee's physician, the Board may require a second opinion by a physician of its choice at its expense. If a third opinion is necessary, a third physician may be selected, also at the Board's expense. This Physician must be agreed upon by both the employee and the Board and may not be employed on a regular basis by the Board.

Medical Leave ineligible under FMLA/NJFLA

Employees who are not eligible to be covered under FMLA/FLA (due to insufficient time employed by the district to qualify, for example) may seek approval by the Board for a medical leave for their **own serious health condition or maternity leave**. Medical documentation must be included, along with completion of the Leave of Absence Request form in Frontline Central.

Please refer to Policy #1643 for comprehensive details on FMLA and NJFLA

WHAT FORMS NEED TO BE COMPLETED?

In order to determine your eligibility and receive approval for your leave, you must complete and submit a leave of Absence request form in Frontline Central. Log into your Frontline Central account and click on "My Forms", then "Forms I Can Start". There is a form entitled, "Leave of Absence Request". Just follow the instructions on the form, uploading any required documents, either FMLA paperwork completed by the treating physician, or a doctor's note, if you are requesting a medical leave only. You may download the documents needed for your leave of absence directly from the Frontline form. When complete, click "Submit". The request will go before the Board of Education at the next scheduled meeting.

WHAT IS THE RETURN TO WORK PROCEDURE?

Intent to Return to Work and Recertification:

The Board may periodically inquire as to the employee's intended return-to-work date. During a covered leave, the Board may require recertification. This can be required every 30 days for any reason or whenever circumstances have changed significantly or the Board receives information casting doubt on the reason for the absence.

Return to Work Certification

The Board will require a note from the employee's physician certifying that the employee has been cleared to return to work after an absence for the employee's own serious medical condition.

WILL MY JOB BE HELD FOR ME?

If approved for an FMLA or NJFLA leave, you are guaranteed to return to the same or equivalent position. **If you remain on leave past the time approved by the Board of Education, your job may no longer be protected.**

WILL MY BENEFITS CONTINUE?

Health benefits will continue during FMLA/NJFLA. However, employees are responsible for making their contributions at his/her applicable rates. Board approval is required to continue benefits beyond the 12 weeks allowable under FMLA/NJFLA.
