

## **GCCBC**

Pittsfield School District

### **FAMILY AND MEDICAL LEAVE**

Consistent with the federal Family and Medical Leave Act of 1993, the Board recognizes that eligible employees have access to unpaid family and medical leave for up to twelve weeks during any twelve-month period. The district establishes that such a twelve-month period be measured forward from the date that an eligible employee's first FMLA leave begins.

The intent of this policy is to summarize the Act as it applies to eligible employees. Employees should consult 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 by the district for at least twelve months, have worked at least 1,250 hours during the prior twelve months, and be employed at a worksite where at least fifty employees are employed by the district within a seventy-five mile radius of that work-site.

Family leave shall be provided when a son or daughter 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 that makes the employee unable to perform the essential functions of his/her job, or in order for the employee to take care of a spouse, child, or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job. Military family leave shall also be provided for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An employee may elect to use accrued paid vacation, personal, or sick leave for purposes of family leave except that accrued sick leave must be used if the leave is taken due to disability resulting from pregnancy, miscarriage, or child birth. An employee may elect to use accrued paid vacation, personal, or sick leave for purposes of medical leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least thirty 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 leave, he/she must be returned to the same or equivalent position of employment. The superintendent, or his/her designee, may reassign a teacher consistent with the collective bargaining 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.

Adopted: August 19, 1993  
Amended: September 4, 2014  
Amended: June 14, 2018