

FAMILY/MEDICAL LEAVE ACT EXPLANATION

The FMLA of 1993 entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family & medical reasons.

Erie's Public Schools employees must use their accumulated sick or personal days for Family Medical Leave prior to becoming unpaid.

EMPLOYEE ELIGIBILITY:

- 1) Worked for employer for 12 months.
- 2) Worked at least 1,250 hours over previous 12 months.
- 3) An employee is entitled to 12 weeks of FMLA during a 1 year period.
- 4) Additional Family/Medical leave is measured forward from the 12 month date the employee's first FMLA leave began.

LEAVE ENTITLEMENT:

- 1) Birth & care of newborn child.
- 2) Placement with employee of son or daughter for adoption or foster care.
- 3) To care for an immediate family member (spouse, child, parent) with serious health condition.
(SERIOUS HEALTH CONDITION: An illness, injury or impairment or mental condition that involves **inpatient care** or **continuing treatment by a health care provider**)
- 4) To take medical leave when employee is unable to work because of serious health condition.

EXPANSION OF FMLA FOR MILITARY FAMILIES:

- 1) 12 weeks – eligible employees who are spouse, son, daughter or next of kin of servicemember on or called to active duty if they have any "qualifying exigency".
- 2) 26 weeks within 12 months to care for servicemember who received serious injury or illness in line of duty.

NOTICE:

- 1) Employees must notify the HR Office of the need to take FMLA leave.
- 2) Employees **must** complete the FMLA leave form supplied by the HR Office
- 3) Medical documentation (WH-380-E) is required to support the need for leave due to a serious health condition affecting the employee or an immediate family member's serious health condition. (# 2 & #3 deadline 10 working days)

JOB RESTORATION:

- 1) Upon return from FMLA leave, an employee must be restored to his/her original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

MEDICAL BENEFITS:

- 1) The employee will keep the existing level of coverage under our group health insurance plan while on FMLA leave.
- 2) Prior to return to work, the employee will need medical documentation regarding their status certifying that the employee is able to resume work.

*THE ERIE SCHOOL DISTRICT WILL NOT REFUND ANY MONEY REQUESTED BY PRIVATE PHYSICIANS FOR
COMPLETING THE REQUIRED FAMILY/MEDICAL LEAVE PAPERWORK*

If you have any questions regarding the Family/Medical Leave Act please feel free to contact the
Human Resources Department at 874-6093.