

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVE

ADOPTED: December 13, 2006

REVISED: September 26, 2007

<p>1. Purpose 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825</p> <p>2. Guidelines</p>	<p style="text-align: center;">335. FAMILY AND MEDICAL LEAVE</p> <p>The Family and Medical Leave Act was signed into law on February 5, 1993. The following policy has been developed to meet the Board of School Director’s obligation to implement the act.</p> <p>All employees who have worked at least twelve (12) months for the School District of Borough of Morrisville and who have worked at least 1250 hours during those twelve (12) months shall be eligible for leave in accordance with this policy. Employees are entitled to take twelve (12) workweeks of unpaid leave during any twelve (12) month period. This time will not be in addition to other leaves already granted for family or medical leave by the district but will be counted as part of those leaves. For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) week of leave “in any twelve-month period” the school district shall utilize a rolling twelve-month period measured backwards from the date leave is used so as to avoid “stacking” of back-to-back leave entitlement.</p> <p>The leave shall be extended to eligible employees beginning on the 4th day of consecutive absence, retroactive to the first day for any of the following reasons: birth of a child; placement of a child with the employee for adoption or foster care; caring for a spouse, parent or child if any of them has a serious health condition; serious illness of the employee, on that would make him/her unable to perform his/her regular job functions. When both spouses are employed by the district, the combined amount of leave for birth, adoption, placement of a child, or to care for a parent (not parent-in-law) with a serous health condition is limited to twelve (12) weeks. However for personal serious illness, the illness of a spouse, or child, each spouse will qualify for twelve (12) weeks.</p>
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<p>Pol. 336, 337</p> <p>3. Authority 20 U.S.C. Sec. 2601 et seq</p>	<p>Employees must provide a notice of not less than thirty (30) days, when they intend to take a foreseeable leave due to the expected birth or placement of a child; when they intend to take a leave due to a serious health condition, or when they intend to care for an eligible family member. A reasonable effort should be made to schedule a planned medical treatment at a time that will minimize disruption of the operations of the district.</p> <p>If the leave is for a serious health condition of the employee or child birth, then available sick leave will be used as well as any applicable vacation, personal leave, or disability leave time. In the case of placement for adoption or foster care, or caring for a seriously ill spouse, child, or parent, then leave will be granted in accordance with the requirements of the Family and Medical Leave Act.</p> <p>Health coverage will be maintained by the Board for up to twelve (12) weeks at the same level as when they were working. Employee co-payments (if any) will continue to be paid by the employee during the leave.</p> <p>Placement upon return from leave will be in the same position or in a position substantially equivalent to the one held prior to the leave.</p> <p>Except as set forth by this Board policy, the district reserves the right to exercise all discretion afforded to it pursuant to the Family and Medical Leave Act. This Board policy is intended to comply with the requirements of the Family and Medical Leave Act.</p>
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