

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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## FAMILY MEDICAL LEAVE ACT

- I. The school district understands the importance of the Family Medical Leave Act (FMLA) and complies with state and federal laws. The district also recognizes the complexity of the laws and the interplay between both the state and federal laws. Therefore, the following information will serve as a guide for FMLA in our school district. Also, it is recognized that because of the complexity of FMLA, these guidelines cannot cover all aspects of the law. The Superintendent and Director of Business Services have been trained in the implementation of the law and should be contacted for specific questions and additional information. Please note that in order to be eligible for FMLA, state and federal laws require an employee must have worked for fifty-two (52) weeks and one thousand (1,000) hours.
  - A. Qualifications under FMLA include birth, adoption, foster care; serious illness of employee's child, spouse, or parent; and personal serious illness.
  - B. A formal, signed letter of FMLA request must be submitted to the Superintendent within thirty (30) days of the requested leave or as soon as possible under emergency situations.
  - C. The letter must specify the reason for the leave, dates the leave will begin and end, and the amount of accumulated sick leave to be used during the leave.
  - D. Any days absent beyond specified sick leave will be days without salary compensation up to the time specified in the law of either six (6) or twelve (12) weeks.
  - E. FML may be taken intermittently or for the more traditional block of consecutive days as approved by the Superintendent or Director of Business Services.
  - F. Upon review of the letter by the Superintendent, he/she may ask for additional medical information from physicians or health care facilities under federal and state guidelines. The Superintendent will then send the employee a letter outlining the parameters of the leave if approved.
  - G. On rare occasions and under unusual circumstances, the Board of Education may approve FML beyond the minimum required by law. This would be leave without salary or fringe benefit compensation. A letter of request for this extension must be submitted to the Superintendent, and, if appropriate, the Board of Education would consider the request at the next regular Board meeting.

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- H. It is again noted that federal and state FMLA laws differ and the Superintendent and Director of Business Services can assist in choosing the best plan to meet your personal needs.
- II. Federal FMLA Plan Features
  - A. Twelve (12) weeks during any twelve (12) month period (if spouses work for the same employer the total of both spouses leaves with respect to a single event cannot be greater than twelve (12) weeks).
  - B. Return to work with equivalent position if within the time frame of the FMLA leave.
  - C. May substitute paid vacation, personal or family leave and sometimes sick leave\* for days absent. \* *Sick leave can be used for personal medical leave and family leave.*
  - D. Employer continues to pay same share of health benefits.
  - E. Employer may require employee to keep employer informed of employee's status and intention to return.
  - F. Employee needs to inform employer of potential use of plan thirty (30) days in advance, if practical.
- III. State FMLA Plan Features
  - A. Six (6) weeks for birth and adoption
  - B. Two (2) weeks for family member
  - C. Two (2) weeks for own medical care
  - D. Return to work with an equivalent position
  - E. May use paid or unpaid leave of any type (including sick leave and personal days)
  - F. Employee needs to inform employer of potential use of plan within a reasonable and practical period of time
  - G. Foster care placement not included