

**Leave Provisions, Certified Employees**

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The superintendent of schools shall be responsible for recommendations to the board of education for its approval, and he or she shall be responsible for overseeing the administration of a district-sponsored leave and/or insurance program for the certified personnel.

NON-PAID LEAVE. (Family Medical Leave Act)--All certified personnel who have completed twelve months of service with this school district and who have worked a minimum of 1,250 hours during the past twelve months (fiscal year) shall have qualified for participation in the Family Medical Leave Act during any ensuing twelve-month period. (Note, any certified employee who was employed full-time during the previous school year shall be considered as having worked 1,250 hours.) Each ensuing twelve-month leave period shall begin on the day that an employee uses his or her first day of non-paid leave after the completion of any previous twelve-month period. He or she shall be eligible for twelve weeks non-paid leave for a serious family health condition, for birth, or for adoption of a child by the employee and his or her spouse. If an employee also has accumulated paid leave he or she must use the accumulated paid leave before using the non-paid leave provided by the Family Medical Leave Act. An employee may combine paid leave with non-paid leave for a total of twelve weeks. With the approval of the superintendent of schools non-paid leave may be taken as twelve continuous weeks, as reduced working hours over a twelve week period of time, or as intermittent leave during a twelve week period of time.

When both spouses are employed by the school district the board of education reserves the right to limit the total non-paid leave taken by both husband and wife for the birth or adoption of a child to a combined total of twelve weeks. However, each spouse may take twelve weeks of non-paid leave for a serious health condition which may involve the other spouse. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that may involve inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

The board of education may request that the employee provide the school district with written certification on the following information from the health care provider prior to taking non-paid leave:

- I. The date the serious condition began.
- II. The probable duration of the condition.
- III. Appropriate medical facts regarding the condition.
- IV. A statement that the employee is needed to care for the spouse, child, or parent and an estimate of the amount of time involved.
- V. If the illness involves an employee that the illness renders the employee unable to perform the functions of his or her assigned position.
- VI. The dates and duration of the treatment if the employee requests intermittent leave or reduced schedule.

Following the non-paid leave the school district shall restore the employee to his or her previous position or to an equivalent position with equivalent pay and benefits.

LEAVE-AS A PART OF THE NEGOTIATED AGREEMENT-- Except for leave time granted through the Family Medical Leave Act all leave policies, professional, sick, and personal leave, shall be as set forth in the negotiated agreement and the Faculty Handbook.