

RED HOOK CENTRAL SCHOOL DISTRICT

POLICY # 9590

Family and Medical Leave Act

Consistent with the federal Family and Medical Leave Act of 1993, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to twelve (12) weeks during a twelve (12) month period. The Board shall insure that all eligible employees who use such leave shall not have their health benefits altered and shall be returned to an equivalent position according to established board practices, policies, and collective bargaining agreements.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) month, have worked at least 180 days during the prior twelve months, and be employed at a worksite where at least 50 employees are employed by that employer with in a 75 mile radius of that worksite.

Family leave shall be provided when a son or daughter is born to the employee or one is placed with the employee for adoption r foster care. Medical leave shall be provided in order for the employee to take care of a spouse, child, or parent who has a serious health condition or when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job.

The district shall require an employee to use accrued paid vacation, personal or family leave for purposes of a family leave. The district will require an employee to use accrued vacation, personal, or medical/sick leave for purposes of a medical leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least thirty (30) 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 shall 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 of Schools or designee, may reassign a teacher consistent with the teacher's agreement to a different grade level, or other assignment consistent with the employees certification and tenure area.

1st Reading 6/22/94
2nd Reading & Adopted
by B.O.E. 10/27/94