

FAMILY MEDICAL LEAVE PROCEDURES

Advance Notice

1. Employees shall provide thirty (30) days advance notice when the leave is “foreseeable.”
2. Leave may be allowed in emergency situations when no advance warning is possible.

Requests

A Family and Medical Leave Request Form shall be completed and submitted to Human Resources by the employee.

Denial of Requests

Inexcusable delays in notifying the District may result in the delay or denial of leave.

Medical Certification

1. The District may require a Medical Certification Form, to be completed by the attending physician to support a request for leave because of a serious health condition.
2. The District may require second or third opinions (at the employer’s expense).
3. A release to return to work from the attending physician shall be required.

Return to Work

Upon an employee returning from approved Family Medical Leave, all reasonable efforts shall be made to place the employee in the original or comparable position with equivalent pay, benefits, and other employment terms.

Intermittent/Reduced Leave

1. Family Medical Leave may be taken intermittently or on a reduced leave schedule under certain circumstances.
2. An employee may be reassigned to accommodate intermittent or reduced leave.
3. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District’s payroll system uses to account for absences or use of leave.