

FAMILY AND MEDICAL LEAVE

The Alexandria City School Board ~~recognizes its obligation to~~ provides its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act, 29 U.S.C. § 2601, et seq. This policy describes the benefits available to eligible employees under the Act.

I. Definitions

Eligible employee: To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Alexandria City school division and have worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C § 201 et seq., in the twelve (12) months preceding the commencement of leave. Full-time teachers are deemed to meet the 1250 hour test.

Instructional employee: Employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. This term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Serious health condition: A serious health condition is an illness, injury, impairment or condition that involves inpatient care or continuing treatment by a health care provider.

Year: A rolling 12-month period measured backward from the date an employee uses an FMLA leave.

Covered active duty: The term covered “active duty” means

- in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

Covered service member: The term “covered service member” means

- a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or

Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy

Next of kin: The term “next of kin” used with respect to an individual, means the nearest blood relative of that individual other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.

Outpatient status: The term “outpatient status,” with respect to a covered service member, means the status of a member of the Armed Forces assigned to

- A. a military medical treatment facility as an outpatient; or
- B. a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious injury or illness: The term “serious injury or illness,” in the case of

- a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period described in 29 U.S.C. § 2611(15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

II. Posting and General Notice

The Alexandria City school division shall post in conspicuous places, on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA’s provisions and providing information about the procedure for

filing complaints with the Department of Labor.

A copy of the notice shall be given to each employee upon hiring.

H.III. Leave Period

Any eligible employee is entitled to leave for a combined total of twelve (12) weeks per year for the following situations:

1. The birth and care of a newborn child;
2. The adoption or foster placement of a child;
3. To care for an employee's spouse, parent, or child with a serious health condition;
~~and~~
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job; ~~and~~
5. Because of any qualifying exigency as defined in Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

However, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of leave per year to care for the service member. Leave under this paragraph is available only during a single year. During that year the employee is entitled to a combined total of 26 workweeks of leave under this policy.

To the extent that an employee is entitled to compensated leave under other Alexandria City school division policies, such paid leave shall be used concurrently with the family and medical leave entitlement. Otherwise, family and medical leave is unpaid. When paid leave is available, the employee must satisfy any procedural requirements of the Division's paid leave policy.

Employees on FMLA leave will be required to report their status and intention regarding returning to work to the school division every four weeks.

H.IV. Types of Leave

A. Leave for the Birth, Adoption or Foster Placement of a Child

The employee's entitlement to leave for a birth, adoption or foster placement of a child expires at the end of the twelve month period beginning on the date of the birth, adoption or foster placement. Leave taken for the birth, adoption or foster placement of a child may be taken

intermittently or on a reduced leave schedule if the Superintendent agrees to such an arrangement.

If the necessity for leave for the birth, adoption or foster placement of a child is foreseeable based on an expected birth or placement, the employee shall provide the employer with not less than 30 days notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice within two work days of when the need becomes known. The employee's notice should be sufficient to make the Division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

B. Leave For Serious Health Condition of Employee

Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall

- (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Division; and
- (2) provide the Division with at least 30 days notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice within two work days of when the need becomes known.

The employee's notice should be sufficient to make the Division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

The School Board may require that a request for leave because of the employee's own serious health condition be supported by a certification issued by a health care provider of the employee. The Division should request that the employee furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The Division may request certification at a later date if it later has reason to question the appropriateness of the leave or its duration. The employee must provide a complete and sufficient certification within 15 calendar days after the Division's request. When the Division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states

- (1) the date on which the serious health condition commenced;
- (2) the probable duration of the condition;
- (3) the appropriate medical facts within the knowledge of the health care provider regarding the condition; and

- (4) a statement that the employee is unable to perform the function of his or her position due to the employee's health condition.

If FMLA leave is to be taken on an intermittent or reduced leave schedule for planned medical treatment, the certification shall include the dates on which such treatment is expected to be given and the duration of such treatment. If an employee takes leave on an intermittent or reduced leave schedule because of his or her own serious health condition, the certification shall include a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule, and the expected duration of the intermittent leave or reduced leave schedule.

If an employee requests leave on an intermittent or reduced leave schedule because of his or her own serious health condition that may result in unforeseeable episodes of incapacity, the certification shall include information sufficient to establish the medical necessity for the intermittent leave or leave on a reduced leave schedule, and an estimate of the frequency and duration of the episodes of incapacity.

If the employee submits a complete and sufficient certification signed by the health care provider, the Division may not request additional information from the health care provider. However, the Division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the Division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

C. Leave For Serious Health Condition of a Child, Spouse or Parent of Employee

Family and medical leave shall be provided when the employee is needed to care for his/her spouse, child or parent with a serious health condition, as defined above. Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall

- (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the

- operations of the ~~division~~Division; and
- (2) provide the Deivision with at least 30 days notice before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice ~~within two work days of when the need becomes known.~~ as is practicable.

The employee's notice should be sufficient to make the Division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for an employee's spouse, parent, or child with a serious health condition be supported by a certification issued by a health care provider of the employee, or family member in need of care. ~~The employee shall provide, in a timely manner, a copy of such certification to the employer. . The Division should ask the employee to furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The Division may request certification at some later date if it has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification within 15 calendar days after the Division's request. When the Division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.~~

Certification will be sufficient if it states:

- (1) the name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
- (2) the approximate date on which the serious health condition commenced and its probable duration;
- (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- (4) information sufficient to establish that the family member is in need of care and an estimate of the frequency and duration of the leave required to care for the family member.

If FMLA leave is to be taken on an intermittent or reduced leave schedule for planned medical treatment, ~~the certification shall include the dates on which such treatment is expected to be given and the duration of such treatment.~~ of a family member's serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced leave schedule and an estimate of the dates and the duration of such treatments and any periods of recovery.

If the employee takes leave on an intermittent reduced leave schedule in order to care for a family member with a serious health condition, the certification shall include a statement that the employee's intermittent leave or leave on a reduced leave schedule is medically necessary for the care of the son, daughter, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave

schedule.

If the employee submits a complete and sufficient certification signed by the health care provider, the Division may not request additional information from the health care provider. However, the Division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the Division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

IV. D. Leave to Care for a Covered Service member

If the necessity for leave is foreseeable based on planned medical treatment for a serious injury or illness of a covered service member, the employee shall

- (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Division; and
- (2) provide the Division with at least 30 days notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the Division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for a covered service member with a serious injury or illness be supported by a certification issued by a health care provider of the covered service person. The certification may be completed by any health care provider listed in 29 C.F.R. 825.310(a). The employee shall provide, in a timely manner, a copy of such certification to the school division.

Certification will be sufficient if it states

- (1) the name, address, and appropriate contact information (telephone number, fax number, and/or email address) of the health care provider, the type of medical

practice, the medical specialty, and whether the health care provider is one of the following: a (DOD) health care provider, a United States Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized health care provider or a health care provider as defined in 29 C.F.R. 825.125;

- (2) whether the covered service member's injury or illness was incurred in the line of duty on active duty;
- (3) the approximate date on which the serious health condition or serious injury or illness commenced or was aggravated and its probable duration;
- (4) a statement or description of appropriate medical facts regarding the covered service member's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- (5) information sufficient to establish that the covered service member is in need of care and whether the covered service member will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

If an employee requests FMLA leave on an intermittent or reduced leave schedule for planned medical treatment appointments for the covered service member, the certification must state that there is a medical necessity for the covered service member to have such periodic care and must contain an estimate of the treatment schedule of such appointments.

If an employee requests FMLA leave on an intermittent or reduced schedule basis to care for a covered service member other than for planned medical treatment, the certification must contain a statement that there is a medical necessity for the covered service member to have such periodic care, and must contain an estimate of the frequency and duration of the periodic care.

In addition to the information listed above, the Division may also request that the certification set forth the information on [the Certification for Serious Injury or Illness of Covered Service member for Military Family Leave](http://www.dol.gov/whd/forms/WH-385.pdf), Form WH-385, [located online at http://www.dol.gov/whd/forms/WH-385.pdf](http://www.dol.gov/whd/forms/WH-385.pdf).

In lieu of Form WH-385, the Division will accept invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill service member at his or her bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA. During that time period, the employee may take leave to care for the covered service member in a continuous block of time or on an intermittent basis.

The information on the certification must relate only to the serious injury or illness for which the current need for leave exists. The Division may seek authentication or clarification of the certification, ITO, or ITA but may not seek second or third opinions. The Division may require an employee to provide confirmation of covered family relationship to the seriously injured or ill service member.

The Division will also accept as sufficient certification of the service member's serious injury or illness documentation indicating the service member's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

E. Leave Related to a Qualifying Exigency Arising from Covered Active Duty or a Call to Covered Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to covered active duty is foreseeable, the employee shall give such notice to the school division as is reasonable and practicable. The employee's notice should be sufficient to make the Division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a military member, the Division may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service. A copy of new active duty orders or other documentation issued by the military shall be provided to the Division if the need for leave because of a qualifying exigency arises out of a different covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of the same or a different military member.

A request for leave because of a qualifying exigency must be supported by

- (1) a statement or description signed by the employee of appropriate facts regarding the qualifying exigency for which FMLA leave is requested. The facts must be sufficient to support the need for leave;
- (2) the approximate date on which the qualifying exigency commenced or will commence;
- (3) the beginning and ending dates of absence if the employee requests leave because of a qualifying exigency for a single, continuous period of time;
- (4) an estimate of the frequency and duration of the qualifying exigency if the employee requests leave because of a qualifying exigency on an intermittent or reduced schedule basis;
- (5) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting; and
- (6) if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

V. Rules for Intermittent and Reduced Schedule Leave

When permitted by the FMLA, intermittent and reduced schedule leave may be used until the aggregate amount of such leave equals twelve weeks or twenty-six weeks if the leave is taken to care for a covered service member in the employee's rolling year. However, when the employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment the school division may temporarily transfer the employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

Instructional employees ~~(teachers, athletic coaches, driving instructors and special education assistants)~~ who need foreseeable intermittent or reduced schedule leave based on planned medical treatment for their own serious health condition or to care for a spouse, parent, or child with a serious health condition and the leave would be greater than twenty percent of the total number of working days over the period of leave may be required ~~to take leave for a particular period or temporarily transfer to another position with equivalent pay and benefits to elect either~~

- 1) To take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- 2) To transfer temporarily to an available alternative position offered by the school division for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular employment position.

The school division may require an employee to make such an election when the employee has

- 1) Made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Division, subject to approval of the health care provider; and
- 2) Has provided the Division with not less than 30 days notice before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

VI. Rules for Husband and Wife Employed by Alexandria City Public Schools School Division

A husband and wife who are both eligible for family and medical leave and are employed by Alexandria City Public Schools school division shall be granted family and medical leave only for a combined total of twelve weeks per year when the leave is taken for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption or foster placement and or to care for a parent-parent, spouse, or child with a serious health condition.

A husband and wife who are both eligible for family and medical leave and are employed by Alexandria City ~~Public Schools school division~~ shall be granted family and medical leave only for a combined total of 26 workweeks per year if the leave

- (1) is taken to care for a covered service member; or
- (2) is taken as a combination of leave to care for a covered service member and leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition. However, if the leave taken by the husband and wife includes leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition, the leave for that reason shall be limited to 12 workweeks per year.

~~VII. Notice to Employees of Their Rights under the FMLA~~

~~The Alexandria City school division shall post in conspicuous places, on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA's provisions and providing information about the procedure for filing complaints with the Department of Labor.~~

~~A copy of the notice shall be given to each employee upon hiring.~~

~~VII Notices to Employees~~

~~A. Eligibility Notice~~

~~When an employee requests FMLA leave, or the Division has knowledge that an employee's leave may be for an FMLA-qualifying reason, the Division should notify the employee of the employee's eligibility to take FMLA leave within five business days. The Eligibility Notice should state whether the employee is eligible for FMLA leave. If the employee is not eligible for FMLA leave, the Notice must state at least one reason why the employee is not eligible (such as, for example, the number of months the employee has worked for the Division.) This notification may be accomplished by providing the employee a copy of the Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act Form WH-381), located online at <http://www.dol.gov/whd/forms/WH-381.pdf>.~~

~~B. Notice of Rights and Responsibilities~~

~~The Division will provide written notice detailing the specific expectations and obligations of the employee and explaining the consequences of the failure to meet those obligations each time the employee is given an Eligibility Notice. This Notice will include, as appropriate:~~

- ~~• that the leave may be designated and counted against the employee's annual FMLA leave entitlement and the 12-month period for FMLA entitlement;~~

- any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to provide certification;
- that the Division will substitute paid leave for unpaid leave and any conditions related to the substitution and the employee's right to take unpaid FMLA leave if the employee does not meet the conditions for paid leave;
- any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
- the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and
- the employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after FMLA leave.

The Notice of Rights and Responsibilities should be accompanied by any required certification form.

The Notice of Rights and Responsibilities will also include notice that employees on FMLA leave must report their status and intention regarding returning to work to the Division at least every four weeks.

If the information provided by the Notice of Rights and Responsibilities changes, the Division will, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

C. Designation Notice

When the Division has enough information to determine whether the leave is being taken for FMLA-qualifying reasons, the Division should give the employee written notice whether the leave will be designated and will be counted as FMLA leave within five business days. If the Division determines that the leave will not be designated as FMLA-qualifying, the Division must inform the employee of that determination. The Division will also notify the employee that paid leave must be substituted for unpaid FMLA leave or that paid leave taken under an existing leave plan be counted as FMLA leave at the time of designating the FMLA leave.

If the Division will require the employee to present a fitness-for-duty certification to be restored to employment after taking leave for a continuous period of time, the Division will provide notice of the requirement with the Designation Notice. If the Division will require that the fitness-for-duty certification address the employee's ability to perform the essential functions of

the employee's position, the Division must so indicate in the Designation Notice and must include a list of the essential functions of the employee's position.¹

If the Division has reasonable safety concerns regarding the ability of an employee who is returning to work after intermittent or reduced leave schedule to perform his or her duties based on the serious health condition for which the employee took leave, it may require the employee to submit a fitness for duty certification unless one has been submitted within the past 30 days.

If the leave is not designated as FMLA leave because it does not meet the requirements of the FMLA, the notice to the employee that the leave is not designated as FMLA leave may be in the form of a simple written statement.

If the information provided by the Division to the employee in the Designation Notice changes, the Division will provide, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change.

The Division will notify the employee of the amount of leave counted against the employee's FMLA leave entitlement. If the amount of leave needed is known at the time the employer designates the leave as FMLA-qualifying, the Division must notify the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA leave entitlement in the Designation Notice. If it is not possible to provide the hours, days, or weeks that will be counted against the employee's FMLA leave entitlement, then the Division must provide notice of the amount of leave counted against the employee's FMLA leave entitlement upon request by the employee but no more often than once in a 30-day period and only if leave was taken in that period.

The Division's decision to designate leave as FMLA-qualifying will be based only on information received from the employee or the employee's spokesperson. If the Division does not have sufficient information about the reason for an employee's use of leave, the Division will inquire further of the employee or the spokesperson to ascertain whether leave is potentially FMLA-qualifying. Once the Division has knowledge that the leave is being taken for FMLA-qualifying reasons, the Division will provide the employee the notice described in this subsection.

An employee giving notice of the need for FMLA leave must explain the reasons for the needed leave so as to allow the Division to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons, leave may be denied.

VIII. Employee Notice of the Need for Leave

~~Employees must provide at least thirty days' notice of the need for family and medical leave. If the need for the leave is not foreseeable, the employee or his/her designee must give notice~~

~~within two work days of when the need becomes known. In requesting leave, employees shall not be required to use the words family and medical leave, but shall provide sufficient information to make the division aware of the need for the leave. The division shall inquire further of the employee if necessary to determine whether family and medical leave applies.~~

~~The division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.~~

Certification of the Need for Leave

~~The Alexandria City school division may require, and the employee must provide, certification of the need for family and medical leave. Such certification shall be provided on the forms provided by the Human Resource Office.~~

~~The medical certification for the employee's personal illness must identify the nature of the illness, the date the illness began and the projected return to work date. For leave to care for a child, spouse, or parent, the medical certification must include an estimate of the amount of time the employee is needed to provide care. At the employer's discretion and expense, a second medical opinion may be required. Any dispute between the two opinions shall be resolved by the opinion of a third, jointly selected provider and paid for by the division. Any recertification requested by the employer shall be at the employee's expense.~~

VIII. Benefits During Family and Medical Leave

Employees on family and medical leave shall receive the group health insurance plan coverage on the same conditions as coverage would have been provided if the employee had been working during the period of leave. Other benefits shall be provided according to the Alexandria City Public Schools school division policy for paid or unpaid leave, whichever applies.

If the employee fails to return to work when the period of leave to which he or she is entitled expires for any reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave, or other circumstances beyond the employee's control, the school division may recover the premium it paid for maintaining the employee's coverage during the period of unpaid leave in accordance with federal law.

IX. Return to Work

An employee on family and medical leave shall provide the Division at least two work days notice of the intent to return to work. The employee shall be returned to the same or equivalent position at the end of the family and medical leave unless the Division shows that the employee would not otherwise have been employed at the time reinstatement is requested.

The following return to work provisions apply to instructional employees:

1. If an instructional employee begins family and medical leave more than five (5) weeks before the end of an academic term, the employee may be required to continue taking leave until the end of an academic term if the leave is at least three (3) weeks in duration and the return to work would occur during the last three (3) weeks of the academic term.
2. If an instructional employee begins family and medical leave for a purpose other than the employee's own serious health condition during the five (5) week period before the end of an academic term, the employee may be required to continue taking leave until the end of the academic term if the leave is longer than two (2) weeks in duration and the return to work would occur during the last two (2) weeks of an academic term.
3. If an instructional employee begins family and medical leave for a purpose other than the employee's own serious health condition during the three (3) week period before the end of an academic term, the employee may be required to continue taking leave until the end of an academic term if the leave is longer than five (5) working days in duration.

If an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be counted against the twelve week family and medical leave entitlement. However, the Deivision must continue the group health insurance coverage under the same conditions as if the employee were working.

X. Outside Employment

An employee who is on family and medical leave may not engage in employment for any other employer or self-employment while on leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline which may include termination from employment.

Adopted: January 7, 1999

Amended: April 20, 2006

Amended:

Legal Refs.: 10 U.S.C. § 101(a)(13)(B)

29 U.S.C. §§ 2601, et seq., 207, 2601, et seq., 2611, 2612, 2613, 2614, 2618, 2619

29 CFR §§ 825.110, 825.115, 825.124, 825.125, 825.200, 825.203, 825.207, 825.300, 825.301, 825.302, 825.303, 825.305, 825.306, 825.307, 825.309, 825.310, 825.311, 825.312, 825.600, 825.602, 825.603, 825.800.

Family & Medical Leave Act (FMLA) Forms:

Employee Rights and Responsibilities Under the Family and Medical Leave Act (WHD Publication 1420)

<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act) (Form WH-380-E)

<http://www.dol.gov/whd/forms/WH-380-E.pdf>

Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act) (Form WH-380-F)

<http://www.dol.gov/whd/forms/WH-380-F.pdf>

Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act) (Form WH-381)

<http://www.dol.gov/whd/forms/WH-381.pdf>

Designation Notice

(Family and Medical Leave Act) (Form WH-382)

<http://www.dol.gov/whd/forms/WH-382.pdf>

Certification of Qualifying Exigency for Military Family Leave (Family and Medical Leave Act) (Form WH-384)

<http://www.dol.gov/whd/forms/WH-384.pdf>

Certification for Serious Injury or Illness of Covered Service member—for Military Family Leave

(Family and Medical Leave Act) (Form WH-385)

<http://www.dol.gov/whd/forms/WH-385.pdf>

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

(Family and Medical Leave Act) (Form WH-385-V)

<http://www.dol.gov/whd/forms/wh385V.pdf>

Cross Refs.: GCBD Staff Leaves and Absences
[GCBEB Military Leave and Benefits](#)