



Community Unit School District 303

Department of Human Resources

Family and Medical Leave Act (FMLA) General Information

The Family and Medical Leave Act (FMLA) entitles eligible employees to take an unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. An eligible employee is one who has worked for the District for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the leave; or the employee is a full-time classroom teacher.

Eligible employees may take up to 12 workweeks of unpaid leave in a single, rolling 12-month period for one or more of the following reasons:

- The birth and first-year care of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- The serious health condition of an employee's spouse, son, daughter, or parent;
- The employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job;
- The existence of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status, as provided by federal rules.

The FMLA allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a single 12-month period to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember, as provided by federal rules.

Employee Responsibilities

- Employees are required to provide 30-day advance notice of the need for FMLA leave when the need is foreseeable. When 30 days notice is not possible, employees must provide notice as soon as practicable. To provide notice of a leave, submit a **Leave of Absence Request** form to the Human Resources Department.
- Employees are required to submit a **Certification of Healthcare Provider** form for a serious health condition of the employee or the employee's immediate family member and may be required to submit periodic recertification if needed.
- It is important to maintain direct communication with your Supervisor and the Human Resources Department regarding FMLA leave.

Compensation during FMLA Leave

- Employees have the option to use their accrued paid leave (sick/personal/vacation days) while on FMLA leave.
- SCEA or SCESP Sick Leave Bank requests require the exhaustion of all accrued sick and personal days in addition to other rules per each union agreement.
- Based on the length of an unpaid FMLA leave, your paycheck may be stopped or reduced until you return to work.
- Contact the Payroll department to discuss how your paycheck may be affected during FMLA leave.

Insurance Coverage during FMLA Leave

- If an employee uses accrued paid leave (sick/personal/vacation days) during FMLA leave, the employee's paid portion of insurance premiums will continue to be deducted from his or her paycheck.
- If an employee exhausts all accrued paid leave and his or her paychecks are stopped or reduced, the employee must submit premium payments to the District for the employee's paid portion of insurance premiums to maintain insurance coverage during FMLA leave.
- Contact the Benefits Coordinator to discuss how FMLA leave may affect the payments of employee's paid insurance premiums or to change insurance coverage after a qualifying life-altering event, such as the birth of a child.

Returning to Work

When an employee returns from FMLA leave, due to his or her own serious health condition, a **Fitness-for-Duty Certificate** must be completed by the employee's health care provider and submitted to the Human Resources department *prior* to returning to work. No employee may return to work after a serious health condition without Human Resource's authorization.

FMLA related documents may be mailed or faxed to:

Community Unit School District 303
Attn: Human Resources/FMLA
201 South 7th Street
St. Charles, IL 60174

- HR Dept. Fax: (331) 228-2018

Human Resources Department contacts:

- **Educators / Administrators** – Shane.Walker@d303.org or (331) 228-5461
- **Support Staff** – Donna.Knox@d303.org or (331) 228-4912
- **Benefits Coordinator** - Kristin.Brunson@d303.org or (331)228-6832