

**EAST HOLMES LOCAL SCHOOLS
FAMILY AND MEDICAL LEAVE ACT (FMLA) REQUEST**

NAME _____ Full-Time ___ Part-Time ___
BUILDING _____ TITLE _____

I request Family and Medical Leave (FMLA) for one or more of the following reasons:

<input type="checkbox"/> Birth of child	Expected date of birth: _____
	Actual date of birth (if applicable): _____
*See additional information attached	Leave to start on: _____
	Expected return date: _____

<input type="checkbox"/> Placement of child with me for adoption or foster care	Date of Placement: _____
	Leave to start on: _____
	Expected return date: _____

<input type="checkbox"/> Employee's own serious health condition **Attach Medical Certification Form**	Leave to start on: _____
	Expected Return Date: _____

<input type="checkbox"/> Serious health condition affecting your (circle one) spouse, domestic partner, child or parent, for which you are needed to provide care. **Attach Medical Certification Form**	Leave to start on: _____
	Expected Return Date: _____

<input type="checkbox"/> Family Medical Leave-Call to Active Duty (military documentation required) to cover qualifying exigency arising due to current active duty or impending call to active duty status for (circle one) spouse, domestic partner, child or parent	Leave to start on: _____
	Expected Return Date: _____

<input type="checkbox"/> Caregiver leave for injured or ill Service Member (circle one) spouse, domestic partner, child, parent or if nearest blood relative list relationship _____	Leave to start on: _____
	Expected Return Date: _____

Proposed leave schedule (including type of leave to be taken and the number of days):

Number of days (may be an estimate) _____ Sick Leave _____ Vacation Leave _____
_____ Personal Leave _____ FMLA Leave Without Pay _____

Have you utilized family and medical leave in the past 12 months? ___ Yes ___ No
If yes, how many days? _____

Employee's Signature & Date

Approved _____	Disapproved _____
_____ Superintendent's Signature & Date	

A. Sick Leave for Pregnancy

1. An employee may use sick leave for absence caused by her pregnancy (which includes pregnancy, false pregnancy, miscarriage or childbirth, and recovery from miscarriage or childbirth).
2. Within three (3) weeks after delivery, the employee must notify the Superintendent in writing of her anticipated date of return to work. The employee must submit a physician's statement which attests to her continuing disability and specifies the probable date she will be able to return to work, typically either six (6) weeks for natural delivery or eight (8) weeks for caesarean delivery, but not to exceed eight (8) weeks.
 - a. The sick leave period shall be consecutive calendar weeks, beginning on the date of birth, and will include days that are not regularly scheduled work days (i.e. Christmas or spring break). Sick leave will be charged only for regularly scheduled work days or make-up days.
 - b. Employees may return to work immediately after their pregnancy leave, at any point during the school year.
3. If at any time during the employee's pregnancy, or in the immediate weeks after her return to work following her pregnancy, there is evidence that the employee is unable to perform her full duties and responsibilities, the Superintendent may require a physician's statement concerning the employee's physical condition.
4. Employees may be granted up to six (6) consecutive weeks of paid sick leave for the purpose of international adoption, including travel time to gain physical custody of the child being adopted. Adoption leave is available only to the legal adoptive parents.

B. Extended Maternity Leave

1. Maternity leave shall include an unpaid leave of absence for pregnancy and expected childbirth, and childrearing following childbirth or adoption, which is expected to last longer than the paid leave described in Section B above.
2. Upon written request by an employee, the Board shall grant a leave of absence without pay for pregnancy and expected childbirth and may grant a leave of absence without pay for childrearing following childbirth or adoption.
3. A pregnant employee must notify the Superintendent in writing upon determination of her pregnancy. The employee may request a maternity leave at any time, but should do so well in advance of the date leave is to commence so that continuity of instruction may be maintained.
4. A written request for maternity leave for the purpose of childrearing should also be submitted well in advance of the date leave is to commence so that continuity of instruction may be maintained.
5. The length of a maternity leave shall be a maximum of one school year.
6. An employee on extended maternity leave may return from maternity leave only at the start of a nine (9) week grading period or semester unless a vacancy for which she is qualified occurs during the school year.
7. An employee on a maternity leave of absence because of pregnancy and expected childbirth may maintain group insurance coverage by remitting monthly premiums in advance to the Treasurer.

8. An employee returning from maternity leave shall be assigned to a position for which she is properly certified and shall resume the contract status held prior to such leave.
9. An adoptive mother is eligible for six (6) weeks of paid childcare leave immediately upon gaining physical custody of the child.

C. Paternity Leave

Paid paternity leave of up to five (5) consecutive working days shall be granted to new fathers. Sick leave shall be used for this absence. Any additional leave beyond five (5) days shall be considered unpaid Family and Medical Leave Act leave. Paternity leave shall be taken within two (2) weeks of the child's birth or adoption. Extenuating circumstances can be considered by the Superintendent.

D. Grandparents Leave for Childbirth

Up to three (3) days of paid sick leave will be granted to new grandparents.

E. Accumulated Sick Leave Notification

Accumulated leave balances are provided and available electronically.

F. Use of Sick Leave – Advance Notice

1. In case of personal illness, a teacher who teaches within one (1) school building shall make every effort to notify the building principal the evening before his/her expected absence. In cases where this is not possible, the building principal shall be contacted a minimum of one and one-half (1 ½) hours before school begins except in cases of extreme emergency in which notification shall be as soon as possible.
2. Teachers who instruct in more than one (1) building during the workday shall inform the principal of the first school in which he/she is scheduled to instruct. The principal notified should subsequently notify all other principals affected by the absence of the teacher. Notification times and conditions found in the preceding paragraph also apply to multiple building teachers.