

PARKVIEW SCHOOL DISTRICT
FAMILY & MEDICAL LEAVE ACT (FMLA) SUMMARY SHEET

FMLA allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. Using FMLA offers the following benefits:

- Continuation of group health benefits during FMLA leave
- Restoration to the same or an equivalent job upon return to work
- Retention of accrued benefits
- Protection from discrimination as a result of taking FMLA leave

The Parkview School District (District) must allow eligible employees to take up to a total of 12 work weeks of unpaid leave (continuous or intermittent) in a 12 month period requiring absence of more than **three calendar days** in the following situations:

- for the birth of a child, and to care for the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent — but not a parent "in-law") with a serious health condition; and
- when the employee is unable to work because of a serious health condition.

Employee Eligibility

To be eligible for FMLA leave, an employee must:

- have worked for that employer for at least 12 months; **and**
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; **and**,
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Substitution of Paid Leave

The District may require the employee to use accrued **paid** (sick/personal/emergency) leave to cover some or all of the FMLA leave taken.

Medical Certification

The District requires that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a health care provider.

Employee Responsibility

- You are required to provide 30 days advanced notice. If you are unable to provide 30 days advance notice, you need to contact the district within a practicable amount of time, generally the same or next day. Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave.
- You are expected to return to work by the end of the FMLA approved leave. If you do not return, and if failure to return is not due to a continued or newly documented qualifying serious health condition, you may be required to reimburse the District for the employer portion of the health coverage premiums that were paid on your behalf during the leave.
- You must notify the District as soon as possible if there is any change of circumstances for which your leave is being taken. You also may need to complete additional paperwork. If circumstances change, contact the Business office for further information.
- The responsibility to comply with district policy and state/federal regulations lies with the employee. If the employee is unsure of the rules/regulations, he/she is expected to contact the appropriate administrator to find out how to proceed.

WISCONSIN FMLA

Eligibility for Wisconsin FMLA differs from Federal FMLA in that the employee needs to work 1,000 hours in the previous 12 months prior to the start of FMLA leave. Serious illness of an employee is limited to 2 weeks and family leave is limited to 8 weeks in a 12-month period. Other rules and restrictions apply. Please refer to the Wisconsin FMLA fact sheet for specifics of all of the differences.

FMLA information is posted in the staff lounge and is available from the Business Office. For further explanation and/or clarification, please refer to the U.S. Department of Labor (DOL) FMLA Fact sheet, the Wisconsin FMLA fact sheet, and the DOL website: <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>