



# HIGHLY IMPORTANT INFORMATION! PLEASE READ CAREFULLY!

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) NOTICE**

This notice contains important information about eligibility for leave under the Family and Medical Leave Act (FMLA), a federal law governing unpaid leave for eligible employees due to the serious health condition of the employee, their eligible spouse or child, or a parent (**refer to publication WH1420**).

An absence of more than 3 calendar days may indicate the need for FMLA due to a serious health condition. Generally speaking the FMLA defines a serious health condition as an illness, injury, impairment, or physical or mental condition involving either an overnight stay in the hospital, or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the employee's job (or in the case of a serious health condition for a family member, prevents the qualified family member from participating in school or other daily activities). FMLA entitles eligible employees who work for covered employers to take unpaid, job-protected leave defined in a 12-month period for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave during any 12-month period for certain family and medical reasons and up to 26 workweeks of leave during a single 12-month period for military caregiver leave.

**The law requires that employees receive a 60 day notice when changing the method for calculating the 12-month period. Effective July 1, 2018 Richmond Community Schools will be changing the calculation of FMLA to the 12-month period measured forward. This means that the 12 month period will be measured from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period; below you will find an example of the 12 month period measured forward:**

**An employee's FMLA leave begins on November 6, 2018 so the 12 month period is November 6, 2018 through November 5, 2019.**

NOTE: While on leave of absence, employees who participate in insurance are responsible for ensuring that all insurance premiums are kept current to eliminate any disruption of coverage. The employee is prohibited from being on school district property for work purposes or performing any work related tasks. Prior to return to work, the staff member shall provide the Corporation with a statement from his/her physician that s/he is able to assume full-time responsibilities for his/her position (**refer to board policy and guidelines 3430**).