



FMLA & Non-FMLA Procedure Overview

Plymouth Community School Corporation (PCSC) request that any employee who will be absent from employment for more than three (3) business days complete Family Medical Leave Act (FMLA) paperwork. Further definitions are available under policies 3430.01 for certified staff and 4430.01 for classified staff.

FMLA entitles eligible employees to take 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.

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who has worked for the PCSC for at least 12 months and has at least 1,250 hours of service during the 12 month period prior to the leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month "rolling" period measured backward from the date of any FMLA leave usage for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or** service member with a serious injury or illness.

If you do not qualify for official FMLA leave you will be placed on a Non-FMLA leave and the procedure for any absence will require the same documentation to be completed. But the job protect aspect is not applicable.

All staff are required to use sick, personal business and/or vacation time they have available while on a leave of absence. **Classified employees must note FMLA on their timesheet for each day used as FMLA or it will not be recorded as such.**

The same group health benefits provided to an employee prior to taking FMLA or Non-FMLA leave shall remain in effect at employee rates for the 12 weeks of FMLA or Non-FMLA. The employee has the right to terminate coverage while out of leave which can be reinstated when the employee returns from FMLA or Non-FMLA. If the leave continues beyond the 12 weeks of FMLA or Non-FMLA the employee would need a qualifying event to reenroll into the plan. If the employee continues the coverage while on leave and it continues beyond the 12 weeks the insurance rates will be at 100% cost of premium.

Employees who take leave for the employee's own serious health condition must submit a physician's authorization to return to work without restriction. If restrictions' still apply the employee would need prior authorization from the Superintendent's office for approval of modifications to the job requirements.