

GreenWood Charter School**Policy Number: 402****Policy Section: 400- Staff Policies****POLICY TITLE: Family and Medical Leave Act (FMLA)****Revision History**

| Effective Date | Action Date | Revised |
|----------------|-------------|------------|
| 02/17/2015 | New Policy | New Policy |

Family and Medical Leave Act

Effective Date: 17 February 2015

Revision Date:

1. SCOPE

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

2. POLICY

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has

worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.

Under certain conditions, employees **or** employers may choose to “substitute” (run concurrently) accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the employer’s normal leave policy.

<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>

GreenWood Charter School believes strongly in Family, as such we support our staff in their desire to grow their families through births or adoptions. GreenWood Charter School also recognizes the need for new parents to spend time with new additions to their families.

GreenWood Charter School will pay up to 6(six) weeks of maternity leave time (minus sub rate) for all new mothers and up to 1(one) week of pay to new fathers (minus sub rate) to all full time employees who qualify under the FMLA laws. This will kick in after all Personal Leave Time has been exhausted and must be used at one time with no breaks. This pay is to be approved by the Director of GreenWood prior to the time of leave.