

## Family/Medical Leave (FMLA) ESMAB/TSP

<b>Description:</b> A leave for twelve (12) weeks (paid and/or unpaid) for birth, adoption or foster care of a child, illness of employee or illness of employee's immediate family member.	
<b>Eligible:</b> Principals, Assistant Principals, District Administrators, and Professional Technical Employees who have been employed with the SBBC for twelve (12) months and worked 1,250 hours in the twelve (12) month period immediately preceding the commencement of leave.	
<b>Board Policy No.:</b> 4411	<b>Contract Article:</b> SIU Investigators/PBA – Article 10 Technical Support Professional (TSP) – Article 15
<b>Leave Contact:</b> The Leaves Department - 754-321-3130	

Key Points	Initiate Leave Process	Return To Work Process
<p><b><u>Employers are required to post “Employee Rights and Responsibilities Under The Family and Medical Leave Act”.</u></b> <u>Contact the Leaves Department for a poster in English and Spanish.</u></p> <p><b>Approval Status:</b> This Leave does not require School Board approval.</p> <p><b>Vacancy Status:</b> <u>An employee must be returned to the same (or an equivalent) position upon return from this Leave.</u></p> <p><b>Salary Status:</b> This Leave is unpaid; however, employees are required to substitute accrued vacation and personal reasons leave for Family Leave; for Medical Leave, employees must substitute accrued vacation, personal reasons, sick, Workers’ Compensation and any other paid leave.</p> <p><b>Benefits Status:</b> The District pays the premium for single HMO coverage. The employee pays the excess cost of PPO coverage and all cost for family coverage.</p> <p><b>Duration Status:</b> Twelve (12) weeks.</p> <p><b>Concurrency Status:</b> This Leave runs concurrently with sick, vacation, personal reasons or Workers’ Compensation leave and disability benefits.</p> <p><b>Working While on Leave:</b> Employees may not work except, when approved to take FMLA Leave intermittently or on a reduced schedule.</p>	<p><b>Employee:</b></p> <ol style="list-style-type: none"> <li>1) Completes and signs the Request For Family Leave/Medical Leave (FMLA) application <b>and</b> appropriate sections of the Certification of Health Care Provider form.</li> <li>2) Has Health Care Provider complete and sign the Certification of Health Care Provider form.</li> <li>3) Submits FMLA application to Principal/Director for signature.</li> <li>4) Submits <b>all</b> completed forms to the Leaves Department.</li> </ol> <p><b>Location:</b> If this is a paid leave, enters appropriate absence code in CATS. If unpaid, enters PLVs.</p> <p><b>Position Control:</b> On the 31<sup>st</sup> day of consecutive workday absences (and employee is using sick time), the employee may be moved to the District’s Sick Leave Budget (effective the 6<sup>th</sup> day of the employee’s absence).</p> <p><b>Completes an iForm to move the employee to the District’s sick leave budget.</b></p> <p><b>Leaves Department:</b> Will send all required notification.</p> <p><b>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</b></p>	<p><b>Leaves Department:</b> Sends a reminder notification to the employee and the work location two weeks prior to end of leave. Failure to return to work or apply for a School Board approved leave after FMLA Leave ends, constitutes abandonment of position and could result in termination of employment.</p> <p><b>Employee:</b> Notifies work location when returning to work before leave ends. A release from a health care provider is not needed to return to work from this leave unless it ran concurrently with disability benefits.</p> <p><b>Location:</b> Returns an employee from a leave only when he/she <u>physically</u> returns to work. <b>If applicable, contacts the Payroll Department to unlock the employee’s payroll record.</b></p> <p><b>SAP Coding – Location:</b> HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA) <b>or</b> 15 (Return from FMLA/DIS). <u>Display overview of the employee’s action record in SAP to determine “Reason” to use.</u></p> <p><b>Position Control:</b> If the employee was moved to the District’s sick leave budget, completes an iForm to delimit the employee from the sick leave budget.</p>

## Family/Medical Leave (FMLA) Instructional

**Description:** A leave for twelve (12) weeks (unpaid) for birth, adoption or foster care of a child, illness of employee or illness of employee’s immediate family member.

**Eligible:** Instructional Employees who have been employed with SBBC for 12 months and worked 784 hours during the previous school year.

**Board Policy No.:** 4411

**Contract Article:** Teacher - Article 23

**Leave Contact:** The Leaves Department - 754-321-3130

Key Points	Initiate Leave Process	Return To Work Process
<p><b>Employers are required to post “Employee Rights and Responsibilities Under The Family and Medical Leave Act”.</b> <u>Contact the Leaves Department for a poster in English and Spanish.</u></p> <p><b>Approval Status:</b> This Leave does not require School Board approval.</p> <p><b>Vacancy Status:</b> <u>An employee must be returned to the same (or an equivalent) position upon return from this leave.</u></p> <p><b>Salary Status:</b> This Leave is unpaid.</p> <p><b>Benefits Status:</b> The District pays the premium for single HMO coverage. The employee pays the excess cost of PPO coverage and all cost for family coverage.</p> <p><b>Duration Status:</b> Twelve (12) weeks. BTU Contract allows for use of accrued sick days to be taken before or after utilizing unpaid days for Family/Medical Leave.</p> <p><b>Concurrency Status:</b> This Leave can run concurrently with Disability benefits.</p> <p><b>Working While on Leave:</b> Employees may not work except, when approved to take FMLA leave intermittently or on a reduced schedule.</p>	<p><b>Employee:</b></p> <ol style="list-style-type: none"> <li>1) Completes and signs the Request For Family Leave/Medical Leave (FMLA) application <b>and</b> appropriate sections of the Certification of Health Care Provider form.</li> <li>2) Has Health Care Provider complete and sign the Certification of Health Care Provider form.</li> <li>3) Submits FMLA application to Principal/Director for signature.</li> <li>4) Submits <b>all</b> completed forms to the Leaves Department.</li> </ol> <p><b>Location:</b> This is an unpaid leave; enter PLVs each pay period in CATS.</p> <p><b>Leaves Department:</b> Will send all required notification.</p> <p><b>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</b></p>	<p><b>Leaves Department:</b> Sends a reminder notification to the employee and the work location about two weeks prior to the leave end date. Upon expiration of leave, an employee’s failure to return to work or apply for a School Board approved leave of absence constitutes abandonment of position and could result in termination of employment.</p> <p><b>Employee:</b> Notifies the Leaves Department and work location if returning to work before the leave ends. A release from a health care provider is not needed to return to work from this leave unless it ran concurrently with disability benefits.</p> <p><b>Location:</b> Returns an employee from a leave only when he/she <u>physically</u> returns to work. <b>If applicable, contacts the Payroll Department to unlock the employee’s payroll record.</b></p> <p><b>SAP Coding – Location:</b> HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA) <b>or</b> 15 (Return from FMLA/DIS). <u>Display overview of the employee’s action record in SAP to determine appropriate “Reason” to use.</u></p>

## Family/Medical Leave (FMLA) Non-Instructional

**Description:** A leave for twelve (12) weeks (paid and/or unpaid) for birth, adoption or foster care of a child, illness of employee or illness of employee’s immediate family member.

**Eligible:** Non-Instructional Employees who have been employed with the SBBC for 12 months and worked 1,250 hours in the 12 month period immediately preceding the commencement of leave. Broward Teachers Union – Education Support Professionals (BTU-ESP) – 784 hours of service with the Board during the previous twelve month (July – June) period.

**Board Policy No.:** 4411

**Contract Article:** Food Service – Article 11; BTU-ESP – Article 12

**Leave Contact:** The Leaves Department - 754-321-3130

Key Points	Initiate Leave Process	Return To Work Process
<p><b><u>Employers are required to post “Employee Rights and Responsibilities Under The Family and Medical Leave Act”.</u></b> <u>Contact the Leaves Department for a poster in English and Spanish.</u></p> <p><b>Approval Status:</b> This Leave does not require School Board approval.</p> <p><b>Vacancy Status:</b> <u>An employee must be returned to the same (or an equivalent) position upon return from this leave.</u></p> <p><b>Salary Status:</b> This Leave is unpaid; however, employees are required to substitute accrued vacation and personal reasons leave for Family Leave; for Medical Leave, employees must substitute accrued vacation, personal reasons, sick, Workers’ Compensation and any other paid leave.</p> <p><b>Benefits Status:</b> The District pays the premium for single HMO coverage. The employee pays the excess cost of PPO coverage and all cost for family coverage.</p> <p><b>Duration Status:</b> Twelve (12) weeks.</p> <p><b>Concurrency Status:</b> This Leave runs concurrently with sick, vacation, personal reasons or Workers’ Compensation leave and disability benefits.</p> <p><b>Working While on Leave:</b> Employees may not work except, when approved to take FMLA leave intermittently or on a reduced schedule.</p>	<p><b>Employee:</b></p> <ol style="list-style-type: none"> <li>1) Completes and signs the Request For Family Leave/Medical Leave (FMLA) application <b>and</b> appropriate sections of the Certification of Health Care Provider form.</li> <li>2) Has Health Care Provider complete and sign the Certification of Health Care Provider form.</li> <li>3) Submits FMLA application to Principal/Director for signature.</li> <li>4) Submits <b>all</b> completed forms to the Leaves Department.</li> </ol> <p><b>Location:</b> If this is a paid leave, enters appropriate absence code in CATS. If unpaid, enters PLVs.</p> <p><b>Position Control:</b> On the 31<sup>st</sup> day of consecutive workday absences (and employee is using sick time), the employee may be moved to the District’s Sick Leave Budget (effective the 6<sup>th</sup> day of the employee’s absence).</p> <p><b>Completes an iForm to move the employee to the District’s sick leave budget.</b></p> <p><b>Leaves Department:</b> Will send all required notification.</p> <p><b>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</b></p>	<p><b>Leaves Department:</b> Sends a reminder notification to the employee and the work location about two weeks prior to the leave end date. Upon expiration of leave, an employee’s failure to return to work or apply for a School Board approved leave of absence constitutes abandonment of position and could result in termination of employment.</p> <p><b>Employee:</b> Notifies the Leaves Department and work location if returning to work before the leave ends. A release from a health care provider is not needed to return to work from this leave unless it ran concurrently with disability benefits.</p> <p><b>Location:</b> Returns an employee from a leave only when he/she <u>physically</u> returns to work. <b>If applicable, contacts Payroll to unlock the employee’s payroll record.</b></p> <p><b>SAP Coding – Location:</b> HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA) <b>or</b> 15 (Return from FMLA/DIS). <u>Display overview of the employee’s action record in SAP to determine appropriate “Reason” to use.</u></p> <p><b>Position Control:</b> If the employee was moved to the District’s sick leave budget, completes an iForm to delimit the employee from the sick leave budget.</p>