Family/Medical Leave (FMLA) ESMAB/TSP

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: 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.

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

	Points			
Employers are required to post				
	"Employee Rights and Responsibilities			
	Under The Family and Medical Leave			
	Act". Contact the Leaves Department for			
	a poster in English and Spanish.			

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Approval Status:

This Leave does not require School Board approval.

Vacancy Status:

An employee must be returned to the same (or an equivalent) position upon return from this Leave.

Salary Status:

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.

Benefits Status:

The District pays the premium for single HMO coverage. The employee pays the excess cost of PPO coverage and all cost for family coverage.

Duration Status:

Twelve (12) weeks.

Concurrency Status:

This Leave runs concurrently with sick, vacation, personal reasons or Workers' Compensation leave and disability benefits.

Working While on Leave:

Employees may not work except, when approved to take FMLA Leave intermittently or on a reduced schedule.

Employee:

 Completes and signs the Request For Family Leave/Medical Leave (FMLA) application <u>and</u> appropriate sections of the Certification of Health Care Provider form.

Initiate Leave

Process

- Has Health Care Provider complete and sign the Certification of Health Care Provider form.
- Submits FMLA application to Principal/Director for signature.
- 4) Submits <u>all</u> completed forms to the Leaves Department.

Location:

If this is a paid leave, enters appropriate absence code in CATS. If unpaid, enters PLVs.

Position Control:

On the 31st 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 6th day of the employee's absence).

Completes an iForm to move the employee to the District's sick leave budget.

Leaves Department:

Will send all required notification.

If appropriate, the Leaves Department will contact the Payroll Department to lock the employee's payroll record.

Process Leaves Department:

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.

Return To Work

Employee:

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.

Location:

Returns an employee from a leave only when he/she <u>physically</u> returns to work. If applicable, contacts the Payroll Department to unlock the employee's payroll record.

SAP Coding – Location:

HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA) or 15 (Return from FMLA/DIS). Display overview of the employee's action record in SAP to determine "Reason" to use.

Position Control:

If the employee was moved to the District's sick leave budget, completes an iForm to delimit the employee from the sick leave budget.

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

Leave Contact: The Leaves Department - /54-321-3130				
Key	Initiate Leave	Return To Work		
Points	Process	Process		
Employers are required to post	Employee:	Leaves Department:		
"Employee Rights and Responsibilities	1) Completes and signs the	Sends a reminder notification to the		
Under The Family and Medical Leave	Request For Family	employee and the work location		
Act". Contact the Leaves Department for	Leave/Medical Leave	about two weeks prior to the leave		
a poster in English and Spanish.	(FMLA) application and	end date. Upon expiration of leave,		
1.64.4	appropriate sections of the	an employee's failure to return to		
Approval Status:	Certification of Health Care	work or apply for a School Board		
This Leave does not require School Board	Provider form.	approved leave of absence		
approval.	2) Has Health Care Provider	constitutes abandonment of position		
Vacancy Status:	complete and sign the	and could result in termination of		
An employee must be returned to the	Certification of Health Care	employment.		
same (or an equivalent) position upon	Provider form.	E1		
return from this leave.	3) Submits FMLA application	Employee:		
<u> </u>	to Principal/Director for	Notifies the Leaves Department and		
Salary Status:	signature.	work location if returning to work before the leave ends. A release		
This Leave is unpaid.	4) Submits <u>all</u> completed forms			
TD 6% C4 4	to the Leaves Department.	from a health care provider is not needed to return to work from this		
Benefits Status:	Location:	leave unless it ran concurrently with		
The District pays the premium for single	This is an unpaid leave; enter	disability benefits.		
HMO coverage. The employee pays the excess cost of PPO coverage and all cost	PLVs each pay period in	disability beliefits.		
for family coverage.	CATS.	Location:		
for family coverage.	CHID.	Returns an employee from a leave		
Duration Status:	Leaves Department:	only when he/she physically returns		
Twelve (12) weeks.	Will send all required	to work. If applicable, contacts the		
BTU Contract allows for use of accrued	notification.	Payroll Department to unlock the		
		employee's payroll record.		
sick days to be taken before or after	If appropriate, the Leaves			
utilizing unpaid days for Family/Medical Leave.	Department will contact the	SAP Coding – Location:		
Leave.	Payroll Department to lock	HRAP creates a return to work		
Concurrency Status:	the employee's payroll	action: Action Type: Z2 (Return		
This Leave can run concurrently with	record.	from Leave) Action Reason: 06		
Disability benefits.		(Return from FMLA) or 15 (Return		
•		from FMLA/DIS). <u>Display</u>		
Working While on Leave:		overview of the employee's action		
Employees may not work except, when		record in SAP to determine		

approved to take FMLA leave

intermittently or on a reduced schedule.

appropriate "Reason" to use.

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.

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

Key Points

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Process

Return To Work

Employers are required to post

"Employee Rights and Responsibilities Under The Family and Medical Leave Act". Contact the Leaves Department for a poster in English and Spanish.

Approval Status:

This Leave does not require School Board approval.

Vacancy Status:

An employee must be returned to the same (or an equivalent) position upon return from this leave.

Salary Status:

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.

Benefits Status:

The District pays the premium for single HMO coverage. The employee pays the excess cost of PPO coverage and all cost for family coverage.

Duration Status:

Twelve (12) weeks.

Concurrency Status:

This Leave runs concurrently with sick, vacation, personal reasons or Workers' Compensation leave and disability benefits.

Working While on Leave:

Employees may not work except, when approved to take FMLA leave intermittently or on a reduced schedule.

Employee:

1) Completes and signs the Request For Family Leave/Medical Leave (FMLA) application **and** appropriate sections of the Certification of Health Care Provider form.

Initiate Leave

Process

- 2) Has Health Care Provider complete and sign the Certification of Health Care Provider form.
- 3) Submits FMLA application to Principal/Director for signature.
- 4) Submits <u>all</u> completed forms to the Leaves Department.

Location:

If this is a paid leave, enters appropriate absence code in CATS. If unpaid, enters PLVs.

Position Control:

On the 31st 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 6th day of the employee's absence).

Completes an iForm to move the employee to the District's sick leave budget.

Leaves Department:

Will send all required notification.

If appropriate, the Leaves Department will contact the Payroll Department to lock the employee's payroll record.

Leaves Department:

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.

Employee:

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.

Location:

Returns an employee from a leave only when he/she <u>physically</u> returns to work. **If applicable, contacts Payroll to unlock the employee's payroll record.**

SAP Coding – Location:

HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA) or 15 (Return from FMLA/DIS). Display overview of the employee's action record in SAP to determine appropriate "Reason" to use.

Position Control:

If the employee was moved to the District's sick leave budget, completes an iForm to delimit the employee from the sick leave budget.