

**THE FAMILY AND MEDICAL LEAVE ACT (FMLA)
MILITARY – CAREGIVER LEAVE FOR A VETERAN
ESMAB/TSP**

Description: Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent, or “next of kin” of a covered veteran with a serious injury or illness to take up to a total of twenty-six (26) work-weeks of unpaid leave during a “single 12-month period” to provide care for the veteran. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness is a covered veteran if he or she:

- was a member of the Armed Forces (including a member of the National Guard or Reserves);
- was discharged or released under conditions other than dishonorable; and
- was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for him or her.

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.

Board Policy No.: 4411

Contract Article: Not Applicable

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

Key Points	Initiate Leave Process	Return To Work Process
<p><u>Employers are required to post “Employee Rights and Responsibilities Under The Family and Medical Leave Act”.</u> <u>Contact the Leaves Department for a poster in English and Spanish.</u></p> <p>Board Approval Status: This Leave does not require School Board approval.</p> <p>Vacancy Status: An employee must be returned to the same (or an equivalent) position upon return from this leave.</p> <p>Salary Status: This Leave is unpaid; however, employees are required to substitute accrued vacation, personal reasons, sick, and any other paid leave as appropriate.</p> <p>Benefits Status: The District pays the premium for single HMO coverage. The employee pays the excess cost of single PPO and all cost for family coverage.</p> <p>Duration Status: Twenty-six (26) weeks. <u>Military Caregiver leave is available during a single twelve (12) month period during which an eligible employee is entitled to a combined total of twenty-six (26) work-weeks for all types of FMLA leave.</u></p> <p>Concurrency Status: This Leave runs concurrent with accrued vacation, personal reasons leave and sick leave.</p> <p>Working While on Leave: Employees may not work except, when approved to take FMLA Leave intermittently or on a reduced schedule.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes and signs Request For Family Leave/Medical Leave (FMLA) application and appropriate sections of the Certification of Health Care Provider form. 2) Submits FMLA application to Principal/Department Head for signature. 3) Has Health Care Provider complete and sign Certification of Health Care Provider form. 4) Attaches copy of Military orders. 5) Submits all completed forms to the Leaves Department. <p>Location: If this is a paid leave, enters appropriate absence code in CATS. If unpaid, enters PLVs.</p> <p>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).</p> <p>Complete iForm to move the employee to the District’s sick leave budget.</p> <p>Leaves Department: Sends all required notification.</p> <p>If necessary, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</p>	<p>Leaves Department: Sends a reminder notification to the employee and the work location about two weeks prior to the leave end date. Failure to return to work when leave ends or apply for a School Board approved leave constitutes abandonment of position and could result in termination of employment.</p> <p>Employee: Notifies work location when returning to work before the end of FMLA leave.</p> <p>Location: Returns an employee from leave only when he/she <u>physically</u> returns to work. If applicable, contacts the Payroll Department to unlock the employee’s payroll record.</p> <p>SAP Coding – Location: HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA). <u>Display overview of the employee’s action record in SAP to determine appropriate reason to use.</u></p> <p>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.</p>

**THE FAMILY AND MEDICAL LEAVE ACT (FMLA)
MILITARY – CAREGIVER LEAVE FOR A VETERAN
INSTRUCTIONAL**

Description: Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent, or “next of kin” of a covered veteran with a serious injury or illness to take up to a total of twenty-six (26) work-weeks of unpaid leave during a “single 12-month period” to provide care for the veteran. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness is a covered veteran if he or she:

- was a member of the Armed Forces (including a member of the National Guard or Reserves);
- was discharged or released under conditions other than dishonorable; and
- was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for him or her.

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

Board Policy No.: 4411

Contract Article: Not Applicable

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

Key Points	Initiate Leave Process	Return To Work Process
<p><u>Employers are required to post “Employee Rights and Responsibilities Under The Family and Medical Leave Act”.</u> <u>Contact the Leaves Department for a poster in English and Spanish.</u></p> <p>Approval Status: This Leave does not require School Board approval.</p> <p>Vacancy Status: An employee must be returned to the same (or an equivalent) position upon return from this leave.</p> <p>Salary Status: This Leave is unpaid.</p> <p>Benefits Status: The District pays the premium for HMO single coverage. The employee pays the excess cost of PPO coverage and all cost for family coverage.</p> <p>Duration Status: Twenty-six (26) weeks of leave. <u>Military Caregiver leave is available during a single twelve (12) month period during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA Leave.</u></p> <p>BTU Contract allows for any sick time to be taken before or after FMLA leave.</p> <p>Concurrency Status: Not Applicable</p> <p>Working While on Leave: Employees may not work except, when approved to take FMLA leave intermittently or on a reduced schedule.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes and signs the Request For Family Leave/Medical Leave (FMLA) application for Instructional Employees and appropriate sections of the Certification of Health Care Provider form. 2) Has Health Care Provider complete and sign the Certification of Health Care Provider form. 3) Submits FMLA application to Principal/Department Head for signature. 4) Attaches copy of Military orders. 5) Submits all completed forms to the Leaves Department. <p>Location: This is an unpaid leave; enters PLVs each pay period in CATS.</p> <p>Leaves Department: Will send all required notification.</p> <p>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</p>	<p>Leaves Department: Sends a reminder notification to the employee and the work location about two weeks prior to the leave end date. Failure to return to work when leave ends or apply for a School Board approved leave constitutes job abandonment of position and could result in termination of employment.</p> <p>Employee: Notifies work location when returning to work before the end of FMLA Leave.</p> <p>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.</p> <p>SAP Coding – Location: HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA). <u>Display overview of the employee’s action record in SAP to determine appropriate reason to use.</u></p>

**THE FAMILY AND MEDICAL LEAVE ACT (FMLA)
MILITARY – CAREGIVER LEAVE FOR A VETERAN
NON-INSTRUCTIONAL**

Description: Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent, or “next of kin” of a covered veteran with a serious injury or illness to take up to a total of twenty-six (26) work-weeks of unpaid leave during a “single 12-month period” to provide care for the veteran. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness is a covered veteran if he or she:

- was a member of the Armed Forces (including a member of the National Guard or Reserves);
- was discharged or released under conditions other than dishonorable; and
- was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for him or her.

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 **and** Educational Support Professionals who have been employed with the SBBC for 12 months and worked 784 hours during the previous twelve month (July-June) period.

Board Policy No.: 4411

Contract Article: Not Applicable

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

Key Points	Initiate Leave Process	Return To Work Process
<p>Employers are required to post “Employee Rights and Responsibilities Under The Family and Medical Leave Act”. <u>Contact the Leaves Department for a poster in English and Spanish.</u></p> <p>Approval Status: This Leave does not require School Board approval.</p> <p>Vacancy Status: An employee must be returned to the same (or an equivalent) position upon return from this leave.</p> <p>Salary Status: This Leave is unpaid; however, employees are required to substitute accrued vacation, personal reasons, sick, and any other paid leave as appropriate.</p> <p>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.</p> <p>Duration Status: Twenty-six (26) weeks of leave. <u>Military Caregiver leave is available during a single twelve (12) month period during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave.</u></p> <p>Concurrency Status: This Leave runs concurrent with accrued vacation leave, personal reasons leave and sick leave.</p> <p>Working While on Leave: Employees may not work except, when approved to take FMLA leave intermittently or on a reduced schedule.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes and signs the Request For Family Leave/Medical Leave (FMLA) application for NonInstructional employees and appropriate sections of the Certification of Health Care Provider form. 2) Has Health Care Provider complete and sign the Certification of Health Care Provider form. 3) Submits FMLA application to Principal/Department Head for signature. 4) Attaches copy of Military orders. 5) Submits all completed forms to the Leaves Department. <p>Location: If this is a paid leave, enters appropriate absence code in CATS. If unpaid, enters PLVs.</p> <p>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.</p> <p>Leaves Department: Will send all required notification. If appropriate, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</p>	<p>Leaves Department: Sends a reminder notification to the employee and the work location about two weeks prior to the leave end date. Failure to return to work when leave ends or apply for a School Board approved leave constitutes job abandonment of position and could result in termination of employment.</p> <p>Employee: Notifies work location when returning to work before the end of FMLA leave.</p> <p>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.</p> <p>SAP Coding – Location: HRAP creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 06 (Return from FMLA). <u>Display overview of the employee’s action record in SAP to determine appropriate “Reason” to use.</u></p> <p>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.</p>