

**THE FAMILY AND MEDICAL LEAVE ACT
MILITARY - QUALIFYING EXIGENCY LEAVE
ESMAB/TSP**

Description: The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) workweeks of unpaid, job-protected leave each school year for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. Qualifying Exigency categories are: (1) Short notice deployment (deployment within seven days or less of notice). Leave may be taken for a period of up to seven (7) days from the day the military member receives notice of deployment; (2) Attending military events and related activities; (3) Certain childcare and related activities; (4) Care of the military member’s parent who is incapable of self-care; (5) Making or updating financial and legal arrangements; (6) Attending counseling; (7) Rest and recuperation (up to fifteen (15) calendar days of leave); (8) Certain post-deployment activities; (8) Any other event that the employee and employer agree is a qualifying exigency.

Eligible: Principals, Assistant Principals, District Administrators, and Professional Technical 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.

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 coverage and all cost for family coverage.</p> <p>Duration Status: Twelve (12) work-weeks during a single twelve (12) month period (unless a shorter period is specified in the FMLA Regulations).</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. 2) Submits application to Principal/Department Head for signature. 3) Attaches official military documentation appropriate to reason(s) for leave. 4) 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). Complete iForm to move the employee to the District’s sick leave budget.</p> <p>Leaves Department: Will send 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 end date of the leave. Failure to return to work when leave ends or apply for a School Board approved leave constitutes job abandonment and could result in termination of employment.</p> <p>Employee: Notifies the Leaves Department and work location if returning to work before the leave ends.</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>

**THE FAMILY AND MEDICAL LEAVE ACT
MILITARY - QUALIFYING EXIGENCY LEAVE**

Instructional

Description: The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) workweeks of unpaid, job-protected leave each school year for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. Qualifying Exigency categories are: (1) Short notice deployment (deployment within seven days or less of notice). Leave may be taken for a period of up to seven (7) days from the day the military member receives notice of deployment; (2) Attending military events and related activities; (3) Certain childcare and related activities; (4) Care of the military member’s parent who is incapable of self-care; (5) Making or updating financial and legal arrangements; (6) Attending counseling; (7) Rest and recuperation (up to fifteen (15) calendar days of leave); (8) Certain post-deployment activities; (8) Any other event that the employee and employer agree is a qualifying exigency.

Eligible: Instructional Employees who have been employed with the SBBC for 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: Twelve (12) work-weeks of 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 Request For Family Leave/Medical Leave (FMLA) application. 2) Submits application to Principal/Department Head for signature. 3) Attaches official military documentation appropriate to reason(s) for leave. 4) 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 and could result in termination of employment.</p> <p>Employee: Notifies the Leaves Department and work location if returning to work before the leave ends.</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
MILITARY - QUALIFYING EXIGENCY LEAVE
Non-Instructional**

Description: The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) workweeks of unpaid, job-protected leave each school year for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. Qualifying Exigency categories are: (1) Short notice deployment (deployment within seven days or less of notice). Leave may be taken for a period of up to seven (7) days from the day the military member receives notice of deployment; (2) Attending military events and related activities; (3) Certain childcare and related activities; (4) Care of the military member’s parent who is incapable of self-care; (5) Making or updating financial and legal arrangements; (6) Attending counseling; (7) Rest and recuperation (up to fifteen (15) calendar days of leave); (8) Certain post-deployment activities; (8) Any other event that the employee and employer agree is a qualifying exigency.

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><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: <u>An employee must be returned to the same (or an equivalent) position upon return from this leave.</u></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: Twelve (12) work-weeks during a single twelve (12) month period.</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. 2) Submits application to Principal/Director for signature. 3) Attaches official military documentation appropriate to reason(s) for leave. 4) Submit 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.</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 and could result in termination of employment.</p> <p>Employee: Notifies the Leaves Department and work location if returning to work before the leave ends.</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>