

Absences, Leave and VacationFamily Medical Leave Act**1. Eligible Employees**

Employees eligible for family and medical leave must:

- A. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and
- B.
  - 1. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for non-instructional staff and part-time instructional staff); or
  - 2. Have been considered full-time (for instructional staff); and
- C. Be employed at a worksite where the employer employs at least fifty (50) employees within a 75-mile radius.

An eligible employee may take unpaid leave for the following reasons:

- A. The birth of the employee's child (leave must be concluded within one year of the date of birth);
- B. The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one year of the date of placement);
- C. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in *loco parentis*, who is either under age 18, or age 18 or older and is incapable of self care because of mental or physical disability), spouse, or parent (including a person who stood in *loco parentis* to the employee when the employee was a child - but not parent "in law"), who has a serious health condition; or
- D. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.

For purposes of FMLA policy, a serious health condition<sup>1</sup> is defined as an illness, injury, impairment, or physical or mental condition that involves the following:

- A. Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care;
- B. Continuing treatment<sup>2</sup> by a health care provider, including the following:
  - 1. A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
    - a. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under order of, or on referral by, a health care provider; or
    - b. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment<sup>3</sup> under the supervision of a health care provider.
  - 2. Any period of incapacity due to pregnancy, or for prenatal care (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence);
  - 3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence). A chronic serious health condition is one which:
    - a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
    - b. Continues over an extended period of time (including recurring episodes of a single underlying condition);
    - c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
  - 4. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

5. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

## II. Length of Leave

### A. All Employees

An eligible employee is entitled to up to twelve (12) workweeks<sup>4</sup> of unpaid leave within a twelve-month period without loss of seniority or benefits. When both spouses in a family work for the District, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than twelve (12) weeks each) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition.

The amount of leave available to an employee at any given time will be calculated by the fiscal year, July 1 through June 30.

All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., workers' compensation leave that qualifies as a serious health condition) will be counted against the employee's leave entitlement under FMLA.

### B. Instructional Employees - End of Term Exceptions

If an instructional employee seeks leave for any purpose, including the employee's own serious health condition, of at least three (3) weeks in duration and the requested leave would begin more than five (5) weeks prior to the end of the academic term (school semester), the District may require the employee to continue taking leave until the end of the school term<sup>5</sup>, if the instructional staff member's return to employment would otherwise occur during the three (3) week period before the end of such term. If the instructional employee seeks leave for any purpose other than the employee's own serious health condition, less than five (5) weeks prior to the academic term, the District may require the staff member to continue taking leave to the end of the term, if the leave is greater than two (2)

weeks in duration and the return to employment would occur within two (2) weeks prior to the end of the term.

If the instructional employee takes leave for any purpose other than the employee's own serious health condition, within three (3) weeks prior to the end of the term, and duration of the leave is greater than five (5) days, the District may require the staff member to continue the leave until the end of the term.

### **III. Coordination with Existing Leave Policies**

During a family or medical leave provided under this policy for birth, placement of a child or adoption or foster care, or for care of a family member, an employee shall first exhaust all unused personal days before continuing such leave on an unpaid basis up to a maximum of 12 workweeks.

During a leave related to the employee's serious health condition, the employee shall exhaust all available paid sick and personal leave before continuing such leave on an unpaid basis up to a maximum of 12 workweeks. During a leave related to the employee's serious health condition, employees eligible for vacation days and/or compensatory time may exhaust said leave before continuing such leave on an unpaid basis up to a maximum of 12 workweeks.

As noted above, all leave taken under this regulation and leave for any other reason that would qualify under FMLA will be counted against the employee's leave entitlement under FMLA.

At the conclusion of a family or medical leave provided under this policy, an employee may elect to extend such leave pursuant to the provisions of current Board policies and regulations so long as the employee is otherwise eligible for such leave under the provisions of the respective policy. Once the FMLA portion of such leave has ended and the employee has elected to continue on leave pursuant to the provisions of the above policies, the remaining portion of the leave will be governed by the provisions of the applicable policy with respect to compensation, benefits, reinstatement and all other terms and conditions of employment

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**IV. Certification**

If an employee takes a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit to the Assistant Superintendent of Human Resources, or his/her designated assistant, a written medical certification form (form available in the Human Resources Office) from a health care provider of the serious health condition. Failure to provide such certificate upon request may result in denial or delay of leave. The District reserves the right to require that the employee receive a second (and possibly a third) opinion from another health care provider (at the District's expense) certifying the serious health condition of the employee or the employee's family member. The District reserves the right to require that an employee provide the District with recertification of the medical condition for which leave is taken.

Before returning to work, an employee who is on leave of absence due to his or her own serious health condition must submit to the Assistant Superintendent of Human Resources, or his/her designated assistant, a health care provider's written certification form that the employee is able to return to work (form available in the Human Relations Office). Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, the District may also periodically inquire as to the employee's intent to return to work.

Employees requesting family leave (i.e., leave for the birth, adoption, or placement of a child for foster care, or to care for a child or parent with a serious health condition) pursuant to this policy may be requested to provide reasonable documentation of the family relationship.

**V. Intermittent or Reduced Leave**

Leave taken under this policy for the birth of a child, the placement of a child for adoption or foster care, or to care for such child may be taken on an intermittent or reduced work schedule only with the approval of the Board of Education.

A. Non-instructional Employees

Leave taken because of the employee or family member's serious health condition may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider, that the intermittent or reduced-schedule leave is medically necessary.

The District may require an employee taking intermittent or reduced-schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

The employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations.

B. Instructional Employees

Leave taken because of the employee or family member's serious health condition may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider that the intermittent or reduced-schedule leave is medically necessary.

If an instructional employee requests intermittent leave to care for a spouse, son, daughter, or parent, or for the serious health condition of the employee, that is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty (20) percent of the total number of working days over the period of the leave, the District may require the employee to:

1. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

The employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations.

**VI. Insurance Premiums**

During an employee's family or medical leave of absence, the District will continue to provide health, life, and dental insurance coverage for employees who are eligible for insurance benefits. Voluntary deductions or employee contributions for dependent insurance for health/life/dental and other optional insurance must be paid in full each month and received by the first day of the month. Payments are to be submitted to the Finance Office. Employees should contact the Finance Office regarding specific arrangements for making the required payments.

**VII. Job Restoration**

Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits that accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave may be subject to termination.

If an employee fails to return to work after the period of unpaid family or medical leave has ended, the District may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances, e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of employee. The District may recover any other insurance premiums, e.g., premiums for supplemental life insurance or for dependent coverage, submitted on behalf of the employee, for which the District has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

**VIII. Notification**

An employee who can reasonably foresee the need to take family or medical leave is required to notify the District of the date of commencement and the expected duration of the leave at least thirty (30) days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. When the need for leave is foreseeable, an employee's failure to provide 30 days notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form (forms available in the Human Resources Office) to the Assistant Superintendent of Human Resources, or his/her designated assistant.

An employee who requests leave under this policy shall receive written notice of the specific expectations and obligations of the employee, and the consequences for failure to meet these obligations. Such written notice shall be provided within a reasonable time after the employee gives notice of the need for leave under this policy, usually within two (2) business days.

An employee who requests leave that qualifies as family or medical leave under this policy, and who does not specifically request leave under this policy, shall be notified that such leave has been designated, and will be counted, as FMLA leave. Such notification shall occur promptly, usually within two (2) business days after the District has become aware that the leave qualifies as FMLA leave. The notification may be oral or in writing; however, oral notification that the leave has been designated as FMLA leave will be confirmed in writing on or before the next payday, unless the next payday occurs less than one week after the oral notification, in which case, written confirmation will be provided on the subsequent payday.

**IX. Family and Medical Leave information**

The foregoing policy presents the pertinent provisions of the Family and Medical Leave Act of 1993 and complies with the requirements of the Act. If any employee desires additional information or explanation of the procedures and provisions of the Act, he/she is encouraged to seek additional information by obtaining a copy of the Act through the Human Resources Office or arranging a conference with the Assistant Superintendent of Human Resources, or his/her designated assistant.

FMLA Compliance Officer:           Dr. Judy Sclair  
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Notes

- 1 Unless complications develop, ‘serious health condition’ does not include cosmetic treatments, such as most treatments for acne or plastic surgery, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. Treatment for substance abuse by a health care provider or on referral by a health care provider may be a serious health condition if the conditions of this policy are met. Absence due to use of the substance, rather than for treatment, does not qualify for FMLA leave.
- 2 “Treatment” includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. “Treatment” does not include routine physical, eye, or dental examinations.
- 3 “Regimen of continuing treatment” includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. A “regimen of continuing treatment” that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves, or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- 4 When an employee is not required to report for work for one or more weeks (e.g., instructional employees who do not report for work during Winter Break holiday, or during the summer) such days do not count against the employee’s FMLA leave.
- 5 When an employee is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee’s FMLA leave entitlement.

07/16/07

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University City School Board