



Family & Medical Leave

District employees shall be provided family and medical leave as required by law, provided through negotiations, or by the Board of Education. A plan for providing leave shall be maintained by the district Human Resources Department and made available to all staff at the beginning of each school year. Goddard schools intend to comply in every respect to the requirements set down by Public Law 95-555 and any and all rules and regulations promulgated by the Equal Opportunity Commission in connection therewith.

Family & Medical Leave Act

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be determined as a fiscal year beginning on July 1, and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition. For injured service member leave, the employee and his/her spouse may be limited to a combined total of 26 weeks of leave in a 12 month period.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.
(Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)
5. A qualifying exigency that arises out of the fact that a spouse, parent, or child of the employee has been called to or is on active duty in the Armed Forces.

In addition, an employee who is the spouse, parent, child, or next of kin of a member of the Armed Forces who was injured in the line of duty ("injured service member") may be eligible for up to 26 weeks of FMLA leave in a 12 month period, including the types of leave listed above.

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The Superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave, the Board of Education shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee's portion of the cost shall be paid by the employee to USD 265, ATTN: Payroll Clerk, on the payroll date or other time as the employee and Superintendent may agree. The Board of Education may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. The reasons that leave will count as family and medical leave.
- b. Any requirements for medical certification.
- c. Employer requirement of substituting paid leave.
- d. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share.
- e. Right to be restored to same or equivalent job.
- f. Any employer required fitness-for-duty certifications.

It may be medically necessary for some employees to use intermittent FMLA leave. USD 265 will work with employees (and employees are required to work with USD 265) to arrange a reduced work schedule or leaves of absence in order to care for a family member's serious medical condition or due to the employee's own serious medical condition.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the Superintendent.

Family & Medical Leave Act

The Superintendent may require a classified instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the Superintendent may require a classified instructional employee to continue leave until the end of a semester, if:

1. The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

USD 265 wishes to ensure the well-being of all employees, thus any employee returning from FMLA for his/her own serious health condition will need to provide a Fitness-For-Duty statement signed by his/her treating physician. Any employee who fails to provide a Fitness-For-Duty statement will be prohibited from returning to work until it is provided. Fitness-For-Duty statements are not required when an employee returns from intermittent FMLA leave.

Qualifying FMLA leave will not be counted as an absence under the district attendance policy

Goddard USD 265

NOTICE OF NONDISCRIMINATION

Goddard USD 265 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, the District's Assistant Superintendent of Human Resources, 201 South Main, Goddard, KS, 67052, Telephone: 316-794-4000. Those wishing to make a federal inquire may do so at the U.S. Department of Education through the Office for Civil Rights.

Contact may be made at OCR.KansasCity@ed.gov or (816)268-0550

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