

FMLA

Employee Eligibility Requirements

To be eligible for FMLA an employee must meet the following criteria in order to be eligible for FMLA leave. The employee must:

- ◇ Have worked for the employer (SAU9) for at least 12 months;
- ◇ Have met the federal and state hours of service requirement in the 12 months before taking leave *Does NOT include any paid or unpaid leave taken (aka sick, vacation, holidays and/or previous FMLA leave). To make sure they are eligible, contact the SAU office.

30 Day Rule:

When need for FMLA leave is foreseeable (i.e. scheduled surgery), employees must provide notice of their need for leave to the SAU9 office not less than thirty (30) days before the leave is scheduled to begin. If not foreseeable as soon as practicable.



Forms

Forms

Request Forms

FMLA request forms can be found on www.sau9.org under the staff page.

Employees can also come into the SAU9 office to pick up the forms or call to have the forms sent to you.



Form Submission

Completed forms can be sent to:

School Administrative Unit#9
176A Main Street
Conway, NH 03818

Phone: 603-447-8368
Fax: 603-447-8497

FMLA

What is it and what are my rights?



Family and Medical Leave Act

Get Informed

The information contained in this flyer is a general overview of the FMLA process. Please go to the SAU9 website at www.sau9.org for complete information regarding District FMLA Policies, Negotiated Agreements as well as other important staff information.

Distributed by the SAU#9 Office

What is FMLA?

FMLA (Family and Medical Leave Act) provides unpaid, job-protected leave for up to 12 weeks per 12 month period for qualified employees, with the continuation of health insurance coverage by the district. This means that for eligible employees under FMLA, the district will continue to pay its portion of any health care coverage (employee is still responsible for their portion) and guarantees the employee will return to the same or similar position when they come back.

Qualifying Leave

- ◇ The birth of a child or placement of a child for adoption or foster care; To bond with a child;
- ◇ To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- ◇ For the employee's own qualifying serious health condition
- ◇ For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent

FMLA & Sick time

FMLA is unpaid leave and is not considered 'sick time.' FMLA runs concurrently with any accrued sick time the employee is using.

*Our policy requires that an employee use all accrued sick, personal and vacation time while on FMLA (see personnel policies for exclusions).

See reverse for eligibility requirements

FMLA Process



SAU9 Responsibility



Employee Responsibility

1. FMLA leave is requested by employee and/or employee notifies SAU9 of need for leave and/or employee is absent for the same qualifying reason for more than 5 days

3. Required medical documentation is submitted to SAU9 office

5. Employee Out on Leave

- CONTINUOUS LEAVE: Employee remains in contact w/ SAU9 office and supervisor regarding return to work
- INTERMITTANT LEAVE: Employee schedules absences in advance whenever possible
- Employee records absences as FMLA on timesheets

7. Notify the SAU9 office if there are any life changes that would result in modification of health, life, or dental plans and complete necessary forms (Example: Addition of a new family member)

