

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: October 20, 2011

REVISED:

535. FAMILY AND MEDICAL LEAVES	
<p>1. Purpose 29 U.S.C. Sec. 2601 et seq</p>	<p>The purpose of this policy is to address specific leave of absence issues and to ensure the center's compliance with the Family Medical Leave Act, hereinafter referred to as FMLA.</p>
<p>2. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop administrative guidelines regulating leaves and ensuring the center's compliance with law. Although implementing the guidelines is the responsibility of the Administrative Director, they must adhere to the basic principles of law.</p>
<p>3. Guidelines</p>	<p>Required notices shall be posted by the center.</p> <p>Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request; whenever an employee requests an FMLA leave; and whenever the center designates a leave as an FMLA leave.</p> <p>All requests for leave, both FMLA leave and non-FMLA leave, shall be made in writing on a designated form. The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.</p> <p>If the employee requesting an FMLA leave qualifies for and is entitled to any paid leave under a collective bargaining agreement, Joint Operating Committee policy or statutory mandate, the employee may utilize such leave during the FMLA leave, at the employee's discretion.</p> <p>Medical certification forms shall be required whenever allowed or authorized by provision of the FMLA.</p> <p>Employees shall be required to provide a fitness-for-duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of a</p>

<p>29 U.S.C. Sec. 2601 et seq</p> <p>School Code 1850.1</p>	<p>collective bargaining agreement or where the employee has taken a paid leave concurrent with the FMLA leave and the center's policy and practice has not required a fitness-for-duty certificate to be provided.</p> <p>Seniority shall accrue for all purposes during FMLA leaves, and credit shall be given during FMLA leaves for accruals for other leaves.</p> <p>For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave in any twelve-month period, the center shall utilize a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.</p> <p>An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition, or if the employee has a serious health condition when:</p> <ol style="list-style-type: none">1. The employee fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures).2. The employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule. <p>Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the FMLA. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the law.</p>
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