

FAIRFIELD AREA SCHOOL DISTRICT

FAMILY AND MEDICAL LEAVES

3630

- 3630.1     General  
Unpaid leaves of absence will be provided for any professional employee of this District whose absence from duties will be required for the illness of an employee's spouse, parent, or child; and the employee's own illness. Such leave shall be for up to a total of twelve (12) weeks.
- 3630.2     Eligibility  
This policy shall be applicable to professional employees who have been employed by the District for at least twelve (12) months and who have had at least 1250 hours of service with the District during the previous 12-month period. (See 3630.5)
- 3630.3     When leave is required for a family or employee illness which is foreseeable, the employee shall make a reasonable effort to schedule such treatment as not to disrupt unduly the operations of the District. Where foreseeable, the employee must provide the Board thirty (30) days notice, unless circumstances dictate otherwise.
- 3630.4     When both spouses are employed by the District, the combined amount of leave for family illness may be limited to 12 weeks.
- 3630.5     Prior to being placed on family/medical leave, the Board requires the employee to use all earned sick leave, personal days, and emergency days.
- 3630.6     An employee shall notify the Superintendent of the anticipated disability as soon as he/she is aware of the condition and a date is projected for the anticipated disability.
- 3630.7     Physician's Reports  
The employee shall present a written statement by his/her physician of the employee's physical capacity to perform duties assigned.
- The Board may require a review and examination by the school physician.
- In the event the physician of an employee shall be of a contrary opinion to that of the physician selected by the District, then the school physician and the employee's physician shall agree upon an impartial third physician whose medical opinion shall be conclusive and binding

on the issue of medical capacity to continue in the performance of assigned duties.

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FAMILY AND MEDICAL LEAVES - (Contd)

3630

3630.8

Benefits

Employees are entitled, at District expense, to all group health plan benefits during the 12-week period of leave. Should leave be required for an employee beyond the 12-week period, such benefits would be at the expense of the employee.

3630.9

Return to Work

As a general rule, employees have the right to be restored to the same or an equivalent position when they are ready to return to work. Exception to this is: if the employee begins any category of family and medical leave five or more weeks prior to the end of the semester, and the period of leave is for more than three weeks, and the employee would otherwise return during the three weeks before the end of the semester, the employer may require that the employee wait until the next semester to return.

Adopted December 4, 1995