

## **General Personnel**

### **Family and Medical Leave**

This Administrative Procedure sets forth the administration of the Family Medical Leave Act (FMLA) by the Human Resources Department (“HR”) of Peoria Public Schools District 150 (“District”).

Within two (2) days from the date that HR is made aware that an individual has been absent for more than (5) five days, or within two (2) days of receipt by HR of written notice from an employee that the employee’s intent to use FMLA time for medical reasons (unless leave is requested for the birth or adoption of a child), HR will send an FMLA form to the employee to be filled out by the employee’s physician and returned to HR. Based on the information provided by the physician, HR will determine whether the employee’s absence qualifies for FMLA. If HR does not receive the forms within 15 days of its delivery to the employee, HR will make the determination based on the information that it has available.

HR will send a letter to the employee informing them of the District’s decision. If FMLA leave is granted, it will be counted from the first day of the employee’s absence. In the event the employee disagrees with the District’s determination, the employee must provide sufficient documentation to the contrary.

FMLA leave will run concurrently with paid sick leave and time-off for injuries covered by workers compensation. FMLA leave for medical conditions (but not for the birth or adoption of a child) can be used intermittently in half day increments. However if the intermittent leave affects the operations of the department in which the employee works, the District reserves the right to transfer the employee to an alternative position, until the employee returns to full capacity and/or their FMLA time has been exhausted.

The employee is required to provide updates every 30 days as to his or her status and intent to return to work. Eligible employees are entitled to FMLA leave once every 12 months. After all FMLA and other time-off benefits have been exhausted, if the employee is not able to return to work at his/her original position, Peoria Public Schools District 150 has the right to terminate employment.

ADOPTED:            May 19, 2008