

MEMO

TO: All District Employees

FROM: Personnel Services

SUBJECT: Family Care Leave

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The Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide for what is known as Family Care Leave. This leave took effect for New Haven employees who were eligible on February 5, 1994. The intent of the legislation is to provide for up to twelve (12) weeks of unpaid leave for qualifying employees during which the employer maintains the employee's health coverage under any "group health plan." This leave is intended for use for birth or adoption of children, serious health conditions of a spouse, parent or child, or serious health conditions of the employee.

On the back of this memorandum is a summary of the key aspects of Family Care Leave. Employees wishing to utilize the provisions of this leave should check to see that they meet the eligibility requirements for an employee and that the reason for the leave meets the intent of the legislation for FMLA and/or CFRA. Employees wishing to use Family Care Leave should submit a request for a Family Care Leave form which is available in personnel services and from all supervisors. Questions regarding the specific provisions of Family Care Leave or unique circumstances should be directed to Personnel Services.

VB/sb

NEW HAVEN UNIFIED SCHOOL DISTRICT

FAMILY CARE LEAVE <i>Family Medical Care Leave Act (FMLA)/CA Family Rights Act (CFRA)</i> CERTIFICATED, CLASSIFIED, MANAGEMENT/CONFIDENTIAL	
1. Effective Date	February 5, 1994
2. Eligible Employee	Employee must have worked for the employer for a minimum of one year and worked at least 1,250 hours within the last year.
3. Reasons for Leave	A. Birth/placement of a child for adoption/foster care. B. Serious health condition of a spouse/parent/child. C. Serious health condition of the employee.
4. Duration of Leave	Up to twelve (12) work weeks during any twelve (12) month period.
5. Pay Status	Unpaid.
6. Health Benefit Continuation	District pays medical benefits during leave including dental.
7. Seniority	Leave does not result in loss of any previously accrued seniority. Act does not entitle the restored employee to accrual of any employment benefits or seniority during the leave period.
8. Employee Notice Requirement	Employee to provide thirty (30) days advance notice of leave request or such notice as practicable.
9. Certification of Need for Leave	Employer may require that the need for leave based upon the serious health condition of an employee, spouse, parent, or child, be supported by certification from a health care provider. A second opinion, at the employer's expense, may be required.

NEW HAVEN UNIFIED SCHOOL DISTRICT
REQUEST FOR FAMILY CARE LEAVE
(Family Medical Leave Act/ California Family Rights Act)

EMPLOYEE:	SS#:	DATE:
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Family care leave is being applied for in order to provide for: (check one)

- A. Birth/Placement of a child for adoption/foster care
- B. Serious health condition of a spouse/parent/child
- C. Serious health condition of the employee

Briefly explain circumstances for the item checked above:

DURATION OF LEAVE: (State the period of leave that is requested, start and end date. In the case of a seriously-ill family member, please state the care to be provided and attach physician's authorization.)

Employee Signature:	Date:
Personnel Services Approval:	Date: