

## **Family and Medical Leave Procedures For Employees of Irvington Board of Education**

1. The Family and Medical Leave Act (FMLA) and/or NJ Family Leave Act (NJFLA) provides up to 12 weeks of unpaid leave with job protection and benefit continuation due to the personal illness of employee, to care for a seriously ill family member or bond with newborn or newly adopted/foster child.
2. **The employee must submit notice of proposed leave of absence by letter or e-mail at least 30 days in advance of proposed leave effective date whenever possible.** The original notice goes to the Superintendent of Schools with copies to Principal/Department Supervisor and Benefits Manager. Your request must include the following information:
  - Employee Name
  - School Location & Position/Job Title
  - Reason for leave
  - Start date of leave; expected date of return
  - Schedule of absences for intermittent leave
  - Use of paid time off (sick, vacation, etc.)
3. The employee may choose to use personal illness, vacation days or personal business days to offset unpaid leave period. All personal illness days must be exhausted before using other paid time. Please indicate the number and type of days to use during leave on your leave request letter.
4. Employee must submit a **Certification of Health Care Provider for Employee's Serious Health Condition Form** or **Certification of Health Care Provider for Family Member's Serious Health Condition Form** that has been completed by the attending physician to the Benefits Manager within 14 days of initial request for leave of absence
5. For bonding with newborns, a copy of birth certificate or hospital record is acceptable. For bonding with adopted or foster children, a copy of applicable legal documentation is acceptable.
6. The employee will receive confirmation of leave approval from the Benefits Manager within 5 business days of receipt of medical certification. The request for leave is submitted as a resolution to the Board for approval at next scheduled meeting.
7. The employee may apply for the NJ Family Leave Insurance (NJFLI) benefit if caring for an ill family member or for child bonding. The employee must apply for this benefit online at <https://myleavebenefits.nj.gov/worker/fli/>.
8. A Return to Work notice is required in order for the employee to return to work. The employee must obtain from Human Resources before returning to work.

## **IMPORTANT FAMILY LEAVE AND BENEFIT INFORMATION**

### **Family Leave Rights and Responsibilities**

- You have the right under the FMLA for up to 12 weeks of leave in a 12- month period calculated as a “rolling” 12-month period measured backward from the date of any FMLA usage.
- You have the right under the NJFLA for up to 12 weeks of leave in a 24 month period using the same measurement method noted above.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.

During all Family and Medical Leaves and your will **automatically** be afforded benefit continuation for up to 12 weeks as permitted. The employee is responsible for contributions towards the cost of coverage that are normally collected through payroll deductions. The employee may make arrangements to pay contributions by personal check during leave or the total amount of contributions due will be collected from first paycheck upon return to work.

You are required to make premium contributions towards the cost of health insurance benefits. These premium contributions will be collected via payroll deductions while you are in a paid leave status. Should your leave transition to an unpaid status, the Board will make premium contributions on your behalf. You will be required to return said premium advances to the Board upon your return to work through salary deductions or via direct billing.

Should you choose **not** to continue benefits during a medical leave of absence, it is your responsibility to notify the Benefits Manager promptly. Benefits will be terminated on the first of month following receipt of your request.