



## GBGF-R - COMPLIANCE WITH THE FAMILY AND MEDICAL LEAVE ACT

(Federally-Mandated Family Leave)

### Procedure for Requesting and Granting FMLA Leave

An employee requesting FMLA leave must submit a written request on an application for leave available from benefits services. When the need for leave is foreseeable, the

If the leave is unforeseeable, the employee is required to give notice to the district of the need for the FMLA leave as soon as practicable under the circumstances.

The district may require a second or third opinion as authorized under the FMLA and may require subsequent recertifications as it deems reasonably necessary. When requested, such certifications and recertifications shall be made on forms provided by the district.

The employee must provide the initial certification and any recertifications to the district within at least 15 calendar days after the district's request, or as soon as reasonably possible under the particular facts and circumstances. Failure to provide notification and appropriate medical certification in a timely manner may result in delayed approval or denial of FMLA leave.

Employees may be required to report periodically on their leave status and intent to return to work.

Employees who have taken a leave due to their own serious health condition will be required to provide certification by their health care provider that they are able to resume work. Certain positions designated by the district will be required to perform a physical abilities test prior to returning to work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

#### Additional Rules Concerning FMLA Leave for Teachers

Teachers who would otherwise return from FMLA leave near the end of a semester may be required to continue their leave through the end of the semester under the circumstances set forth below. In such cases, all time on leave after the teacher would otherwise return shall not be counted as FMLA leave.

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CROSS REFS:  
GBGA, Staff Health