



Leaves of Absence in the Township of Franklin Public School

Leave of Absence Forms & Information

Non-FMLA, Non-NJFLA Leave of Absence

Eligible employees can request a leave of absence when justified by personal circumstances, such as specialized experiences, family issues, extenuating personal needs. This type of leave also includes the time off requested by any employee with illness or injury or those who are pregnant but do not meet the eligibility criteria for Family and Medical Leave or who have exhausted Family and Medical Leave. Personal Leaves may be granted to eligible employees with the approval of the Board of Education.

The Family Medical Leave Act (FMLA)

The FMLA entitles eligible employees of covered employers to take paid or unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- *12 workweeks of leave in a 12-month period for:*
 - *the birth of a child and to care for the newborn child within one year of birth;*
 - *the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;*
 - *to care for the employee's spouse, child or parent who has a serious health condition;*
 - *a serious health condition that makes the employee unable to perform the essential functions of his or her job;*
 - *any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or*
 - *the employee has worked for that employer for at least twelve months (one year) by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA Leave.*
- *26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).*



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Intermittent FMLA or NJFLA Leave

Employees may request intermittent leave, through FMLA and or NJFLA. This will allow you to take leave, not consecutively, to take care of an illness or an ill family member. A schedule must be approved with your supervisor or building principal. Paperwork must be completed based on which leave you are applying for. Intermittent days can be taken in half or full days. A total of 56 intermittent Days can be taken.

The New Jersey Family Leave Act (NJFLA)

The New Jersey Family Leave Act entitles certain employees to take up to 12 weeks of family leave in a 24-month period without losing their jobs. With some exceptions, employers must provide this type of leave if:

- *The EMPLOYER has at least 50 employees (or at least 30 employees as of June 30, 2019, or is a government entity, regardless of size.*
- *The EMPLOYEE has worked for that employer for at least one year, and has worked at least 1,000 hours during the last 12 months.*
- *The LEAVE OF ABSENCE is being taken to care for or bond with a child within 1 year of the child's birth or placement for adoption or foster care, OR to care for a family member, or someone who is the "equivalent" of family, who has a serious health condition.*

NOTE that the New Jersey Family Leave Act does not provide leave for the employee's own health condition. Employees may be eligible for additional leave under the Federal Family and Medical Leave Act.

Except when emergent circumstances require shorter notice, the employee must give the employer at least a 30 day written advance notice before taking a Family Leave, or as per your negotiated agreement. In emergent circumstances, the employee should give the employer as much notice as possible.

To ensure that the employee meets the eligibility requirements, the employer may require the employee to provide a certification from a health care provider regarding the family member's serious health condition, the date of a newborn's birth or the date of placement for adoption or foster care.



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NJ Family Leave Insurance

Family leave insurance benefits can partially replace wages of workers who need to care for a seriously ill or injured family member, or bond with a newborn, newly adopted or newly placed foster child. As of July 1, 2020, workers can collect Family Leave Insurance benefits for a maximum of 12 consecutive weeks in a 12- month period, or up to 8 weeks (56 individual days) in a 12 month period, if taking leave in a non-continuous manner.

Forms

[*FMLA Form WH-380-E Employee Serious Health Condition*](#)

[*FMLA Form WH-380-F Family Member Medical Leave*](#)

[*FMLA Form WH-384 - Qualifying Exigency*](#)

[*FMLA Form WH-385 - Military Caregiver Leave of a Current Servicemember*](#)

[*FMLA Form WH-385-V Military Caregiver of a Veteran*](#)

[*FMLA Fact Sheets for Employees \(US Dept of Labor\)*](#)

[*NJFLA Poster*](#)

[*FMLA Poster*](#)

[*FMLA Employee Guide*](#)

[*NJFLI - FAQ's New Jersey Family Leave Insurance Information*](#)

[*NJFLI - New Jersey Family Leave Insurance Website*](#)

[*Twp of Franklin School District Policy # 1643 Family Leave*](#)

[*Frequently Asked Questions \(forthcoming\)*](#)