

QUABOAG REGIONAL SCHOOL DISTRICT
Warren-West Brookfield, Massachusetts

FAMILY AND MEDICAL LEAVE POLICY

A. INTRODUCTION

The FMLA entitles eligible employees to take up to twelve weeks of unpaid, job protected leave each year for specified family and medical reasons.

B. EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits with the Quaboag Regional School District (the "School District"), an employee must:

1. Work for the School District;
2. Have worked for the School District for a total of at least twelve months; and
3. Have actually worked at least 1,250 hours over the previous twelve months

C. LEAVE ENTITLEMENT

The School District will grant an eligible employee up to a total of twelve work weeks of unpaid leave during a fiscal year for one or more of the following reasons:

1. For the birth or placement of a child for adoption or foster care;
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
3. To take medical leave when the employee is incapacitated for work because of a serious health condition.

Spouses employed by the School District are jointly entitled to a combined total of twelve work weeks of leave for birth or adoption or to care for a child with a serious

health condition.

Leave for birth or placement for adoption or foster care must conclude within twelve months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently. employee must try to schedule treatment so as not to unduly disrupt the School District's operation,

Please note that the School District may designate any period of leave that qualifies as FMLA leave even if the employee does not formally request FMLA leave.

G. OTHER PROVISIONS

The FMLA does not affect any other federal or state law that prohibits discrimination, nor supersede any state or local law that provides greater family or medical leave protection. Nor does it affect the School District's obligation to provide greater leave rights under a Collective Bargaining Agreement or employment benefit plan, where applicable.

H. SPECIAL PROVISIONS

The FMLA has special rules that apply to instructional employees.' These special rules place certain restrictions on the taking of intermittent leave, leave on a reduced schedule, and leave near the end of an academic term by instructional employees.

I. DEPARTMENTAL PROCEDURES

The school District may establish its own procedures to implement this policy consistent with the policy.

Adopted by the Quaboag Regional School Committee on August 21, 1995.

Revised by the Quaboag Regional School Committee on January 12, 2004.

Instructional employees are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting.