

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: GCCBC-E1</b>
<b>DATE OF ADOPTION: OCTOBER 10, 2005</b>	<b>PAGE 1 OF 1</b>

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide employees who request FMLA leave with a written notice spelling out the employee's specific expectations and obligations. Attached for additional information is a copy of the district's FMLA policy (GCCBC) and the U.S. Department of Labor's FMLA Fact Sheet.

1. If any absence from work is for any of the purposes described in paragraph 2 of the attached policy, the leave taken will be counted against the entitlement of up to twelve (12) work weeks of FMLA leave during any twelve (12) month period.
2. If the requested leave is for purposes described in paragraph 2-c or 2-d of the attached policy, the employee must submit to the Superintendent a certification from a qualified health care provider containing the information described in either paragraph 12 or 13 of the attached policy.
3. The employee is required to substitute paid leave for FMLA leave under conditions described in paragraph 7 of the attached policy.
4. If the employee elects to continue health benefits during the period of FMLA leave, the employee must continue to pay any applicable employee share of the premiums. The requirements for the payment of such premiums are described in paragraph 6 of the attached policy.
5. If the leave is for the employee's own serious health condition, the employee may be required to submit a fitness-for-duty certification before returning to work.
6. Upon returning from an FMLA leave, unless one of the exceptions in the law applies, an employee will be restored to the position of employment held when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
7. If the employee fails to return to work following the FMLA leave (or returns to work but fails to stay thirty (30) calendar days) for reasons other than the commencement or continuation of a serious health condition entitling the employee to leave under paragraphs 2-c or 2-d of the attached policy or for other circumstances beyond the employee's control (as described in FMLA regulations), the district may recover the premium it paid for maintaining health benefits coverage for the employee during the leave period. If the employee elects to continue health benefits during FMLA leave but fails to pay any applicable employee share of the premiums, the district may, at its discretion, either cancel the health benefits or pay the employee's share of the premium and recover such premium payments from the employee.