



Our Vision
Excellence in Student Achievement

Our Mission
Providing Outstanding Educational Opportunities Through Shared, Committed Responsibility

Our Values

- Students Come First
- Intentionality
- Responsibility
- Great People Matter

Medical Leave FAQ

What is FMLA?

FMLA is a federal law.

Who can take FMLA?

- Employees who have worked 1,250 hours during the 12 months prior to the leave, and
- Have worked for the EVSC for 1 year.

What does FMLA provide?

- Unpaid, job-protected leave for specified family and medical reasons
- Continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

When is FMLA Leave Appropriate?

- Birth of son or daughter, and infant bonding
- For employee's own serious health condition
- Placement with the employee of a child for adoption or foster care
- To care for an immediate family member during their serious health condition (Spouse, child or parent. Does not cover in-laws or siblings.)

What is Intermittent FMLA?

A leave taken in separate blocks of time for a single illness or injury.

How often do I need to fill out a Medical Certification?

- Since you are not taking FMLA continuously and you/ your family member's serious health condition is chronic, a new medical certification may be requested every 30 days, if needed.

How do I take an Intermittent FMLA Day?

- You should report a need to use an FMLA day to your supervisor 30 days in advance or as soon as you know about an appointment.
- If the Intermittent FMLA day is due to a flare-up of a condition that was not foreseeable, you will need to state that you are taking an FMLA day so it can be tracked appropriately. If the absence lasts multiple days, you will need to call in every day before your shift starts to report your absence.

What is ATDL?

ATDL is a leave that is offered by the EVSC and not a federally mandated leave like FMLA.

- The process and medical certification documents are the same as the FMLA forms used
- You can be on ATDL for up to 1 year
- ATDL can only be taken for the employee's own serious health condition
- Cannot be taken on an intermittent basis
- Once in an unpaid status, an employee on ATDL will be responsible for 100% of health insurance premiums

When is ATDL Appropriate?

- Does not qualify for FMLA
- Has exhausted their FMLA
- Is on maternity leave and wants to take more time off (up to a year after the birth of baby)

Leave FAQs

How am I paid while on leave?

- The EVSC requires the use of accrued sick, personal and vacation time before going into an unpaid status. The exception is maternity leaves (see section below on maternity leaves) and custodians. Please contact Kimmie Griffin for more information on using accrued benefit time for a leave.

How soon should I request a medical leave?

- **When an absence is foreseeable (ie, a scheduled surgery or procedure; childbirth), employees are expected to fill out the FMLA request form 30 days in advance of the leave start date**
- When you have been absent for more than 3 days with an FMLA-qualifying event
- If the absence is unforeseen, or it is impossible to request 30 days in advance, an FMLA request needs to be submitted by the next business day.

When can I return to work and what documents do I need?

- You cannot return to work for your own serious health condition unless a health care provider releases you to return to full duty. **The doctor will need to fill out the FITNESS FOR DUTY FORM (included in the FMLA/ATDL packet). YOU CANNOT RETURN TO WORK WITHOUT THIS FORM.**

What if I do not have the Medical Certificate filled out and returned?

- If the medical certification is not returned to the Leave Coordinator by the deadline, the leave is subject to cancellation. The leave may be designated as unpaid, and disciplinary action could follow.

Leave FAQs (Continued)

I have two jobs. Can I work my second job while on medical leave from the EVSC?

- No, it is against EVSC policy to be working somewhere else while on leave from the EVSC.

I have enough sick days to cover the amount of leave I need to take. Do I still have to have medical leave paperwork filled out?

- Yes. It is EVSC policy that any absence of (5) days or more that is considered an FMLA-qualifying event is to be designated as FMLA. Medical certification paperwork will be required regardless of how many sick days you have. Failure to return the Medical certification may result in the use of sick days, other benefits withheld, and/or disciplinary action until the required documents are returned to the Leave Coordinator.

Maternity Leaves

How soon should I have my paperwork filled out for my maternity leave?

- It is a good idea to let the Leave Coordinator know well in advance that you are planning to take maternity leave. **A file will be started and based on the anticipated due date, an FMLA request form will be sent to you 4-6 weeks before baby is due to arrive.**

How much sick time can I use while on leave?

- **You can use sick days for 6 weeks from the date of birth for vaginal birth and 8 weeks for C-section.**
- **You will be able to take personal days for any days off beyond the 6/8 weeks. Once all personal days are used you will then go into an unpaid status for the remainder of the leave.**
- If you run out of paid benefit time and are a member of the Sick Leave Bank, please request information from the Leave Coordinator.

I have a scheduled C-Section. Does HR need to know ahead of time?

- Yes, please let the leave coordinator know as soon as you can if you have a scheduled C-Section so that your days can be calculated accurately. If you have an emergency C-Section, it is your responsibility to let the leave coordinator know as soon as possible so that your paid days (8 weeks instead of 6 weeks of sick time) can be adjusted accordingly.

Maternity Leaves (Continued)

My doctor has put me on bed rest. Does my FMLA start now or when the baby is born?

- If you are put on bed rest, your FMLA will start immediately. Please have your doctor fax a note indicating the need for required bed rest to the Leave Coordinator at 812-435-8490

I want to take off more than 12 weeks for my maternity leave. How long can I take off?

- If you want more than 12 weeks of leave you can request to take ATDL/Maternity for up to one year from the day the baby is born. **ATDL/Maternity is an unpaid leave and protects your job but not your benefits.**
- **On ATDL/Maternity you will be responsible for 100% of your insurance premiums.**

When can I add my baby to my EVSC insurance?

- If you are adding a baby to your insurance, you must do so within 30 days of birth. Please contact Lisa Schum at 812-435-8410 if you are a certified employee and Tashedah Adams at 812-435-8405 if you are a classified employee. No additions can be made prior to the birth since [eligibility documentation](#) is required for the addition of the baby.

While on maternity leave, can I come into the building?

- Your doctor must complete the form and it must be submitted to HR before you can be on EVSC property.



For questions about medical leave contact:

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