

**Family and Medical Leave  
Board of Education  
Wrightstown Community School District**

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The Wrightstown Community School District will provide family and medical leave to eligible employees. The District will comply with the requirements of the Wisconsin and Federal Family and Medical Leave Acts (WMFLA) (FMLA).

An eligible employee may be granted up to 12 weeks of unpaid, job-protected leave during a 12-month period for any of the following reasons:

- Birth of a child or placement of a child for adoption or foster care;
- A serious health condition that makes the employee unable to perform the essential functions of his/her job;
- A serious health condition of the employee's spouse, parent, dependent child or domestic partner for which the employee is needed to provide care.

To be eligible for leave under Federal law, the employee must:

- be employed at least 12 months aggregate in the past 7 years; and
- have worked more than 1,250 hours during the previous 12-month period.
- meet the federal standard for the above listed leave types; and
- request leave.

To be eligible for leave under Wisconsin law, the employee must:

- be employed by the Wrightstown Community School District for at least 52 consecutive weeks; and
- have been paid for at least 1,000 hours during the preceding 52-week period. (All hours for which the employee has been paid are counted toward the 1,000 hour requirement);
- meet the state standard for the above listed leave types; and
- request leave.

An application for leave must be completed by the employee for all leaves taken under this policy. When the need for leave is foreseeable, the employee should provide notice

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at least 30 days in advance. When this is not possible, notice should be provided as soon as the employee learns of the need for leave. In cases of emergency, verbal notice should be given as soon as possible, and the application form should be completed as soon as possible.

In addition, medical certification will be required to support a request for leave for the employee's own serious health condition, to care for a seriously ill child, spouse, or parent; for Military Caregiver Leave; or for qualifying Exigency Leave.

It is the employee's responsibility to obtain, complete and submit the appropriate requests and certification forms. The application forms can be obtained from the district or building office.

Under Wisconsin FMLA, the employee may elect to take the requested leave unpaid or substitute any accrued leave benefits.

Leaves will be permitted when medically necessary, and not to exceed 12 weeks per 12-month period. Intermittent and reduced schedule leave must be scheduled with minimal disruption to the employee's department operations. If possible, medical appointments and treatments should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

The employee's insurance benefits will be maintained during his/her leave under the same conditions as if he/she continued to work. The employee's portion of insurance premiums will be automatically deducted from the employee's paycheck. Once the employee no longer receives a paycheck or the amount of his/her paycheck is insufficient to cover the employee cost of insurance premiums, the employee will be required to make this payment by the 15<sup>th</sup> day of each month.

If the employee fails to return to work following expiration of leave, the District may recover the premium it paid for maintaining group health coverage during the period of unpaid leave, unless the failure to return to work is due to a continuation of the employee's own serious health condition that continues to render the employee incapable of performing his or her employment position.

Legal References: Wisconsin State Statute 103.10

Adopted: 8/18/2021

Reviewed:

Revised: