

**Policy**

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FAMILY LEAVE

The Plainfield Board of Education will grant employees up to twelve (12) weeks of absence in any twenty-four (24) month period for a serious health condition, or for the provision of the care made necessary by the birth or adoption of a child or by the serious health condition of a spouse, parent or child, in accordance with the New Jersey State Family Leave Act (FLA).

No employee shall be required to take family leave. No employee shall be discriminated against for having exercised his or her rights under the Family Leave Act or discouraged from the use of family leave. Nothing in this policy shall discriminate against, discourage or prohibit any employee of this district from exercising his or her rights under any federal or state family leave program or other disability benefit in accordance with state and federal law and regulation.

For the purposes of this policy, a "parent" is a biological, adoptive or foster parent; stepparent; parent-in-law; a legal guardian in a parent-child relationship; or a person who has the sole or joint legal or physical custody, care guardianship, or visitation with a child. "Serious health condition" is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider. A "week" is the number of days an employee normally works each calendar week.

Eligibility

An employee shall become eligible for family leave after he or she has worked twelve months in this district and at least one thousand hours, during the previous twelve month period. The calculation of the twenty-four month period shall commence with the first day of the family leave taken by an employee.

Leave taken for the birth or adoption of a child may commence at any time within one year after the birth or adoption, regardless of when the birth or adoption occurs.

An employee on family leave shall not work full-time for another employer, unless he or she was so employed full-time prior to the commencement of family leave. An employee may work part time up to half the hours regularly worked for this Board prior to the family leave or part time in any employment outside the district that commenced prior to the family leave.

Types of Leave

An employee may take family leave in consecutive weeks or intermittent leave. An employee who requested intermittent leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional program.

1. Consecutive leave is consecutive leave in weeks not to exceed twelve (12) weeks within a consecutive twelve month period, for each single serious health condition.
2. Intermittent leave is non-consecutive leave comprised of intervals each of which is at least one but less than twelve weeks (12) weeks within a consecutive twelve month (12) period for each single serious health condition. The Board shall approve all requests for medically necessary intermittent leave.



FAMILY LEAVE (continued)

Key Words

Family Leave, Disability, Birth, Adoption, Family Illness, Consecutive Leave, Intermittent Leave

**Legal References:** N.J.S.A. 34:11B-1 et seq. Family Leave Act

29 U.S.C. 2601 et seq.

29 C.F.R. 825.200 et seq.

P.L. 2008, c. 17, Family Temporary Disability Leave

**Possible**

<b><u>Cross References:</u></b>	*4151.1/4251.1	Personal Illness, injury and hardship
	*4151	Attendance patterns

\*Indicates policy is included in the Critical Policy Reference Manual.