

PERSONNEL

LEAVES

REGULATION

§7-63 Leave for Family and Medical Purposes

1. The Department for Personnel Services shall be responsible for implementation of the Family and Medical Leave Act (FMLA) for Loudoun County Public Schools.
2. Family and medical leave shall be calculated by using a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave.
3. Family/medical leave is available to those employees who have been employed in a full-time position by Loudoun County Public Schools for the previous 12 consecutive months.
4. An employee who uses family/medical leave will be allowed to return to the same position or to a position with equivalent responsibilities, duties, benefits and pay.
5. Where appropriate employees must use all accrued leave (personal, sick, annual) as a part of FMLA.
6. The Board shall provide benefits throughout the FMLA under the same conditions as during regular employment. If the employee elects not to return to work, the employer may recover these benefits upon demand.
7. There will be no loss of seniority or other benefits while on FMLA. (There will be no accrual of seniority or other benefits during any period of unpaid leave.)
8. The Loudoun County School Board reserves the right to obtain other medical assessments at the Board's expense.

(continued)

PERSONNEL

LEAVES

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§7-63 Leave for Family and Medical Purposes (continued)

9. To qualify for leave for the birth or adoption of a child, or for the care of a child, spouse or parent, the employee must make the request in writing to the Assistant Superintendent for Personnel Services. The employee must exhaust all appropriate paid leave available (sick, personal, annual) before unpaid leave is taken. Paid leave counts towards the 12 weeks of FMLA.
10. FMLA leave must be requested in writing to the Assistant Superintendent for Personnel Services 30 days in advance except in the case of emergencies.
11. Instructional personnel who request FMLA are subject to special provisions regarding the time which they must return to work. These provisions of the FMLA will be discussed with employees by the Department for Personnel Services.
12. When FMLA is taken for own illness, birth or illness of a child, or illness of a spouse or parent, the employee must provide a doctor's statement of the medical necessity for the absence.