

<p>FMLA/NJ FAMILY LEAVE EMPLOYEE RIGHTS & RESPONSIBILITIES</p>
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- In general, to be eligible for FMLA or NJ Family Leave an employee must have worked for an employer for at least 12 months and meet the hours of service requirement in the 12 months preceding the leave.
- If you are eligible for FMLA, you have the right for up to 12 weeks (or up to 26 weeks for certain military exigencies) of unpaid leave in a 12-month period, calculated in a rolling 12-month period measured backward from the date of the start of your FMLA qualifying leave.
- If you are eligible for NJ Family Leave, you have the right for up to 24 weeks of unpaid leave in a 24-month period, calculated in a rolling 24-month period measured backward from the date of the start of your NJ Family qualifying leave.
- You are required to submit a health care certification for all medical-related leaves of absence for yourself or that of a qualifying family member. Failure to submit the certification may result in your absence not being FMLA or NJ Family Leave protected.
- You are required to submit confirmation of birth, adoption, or foster-care placement for a leave of absence to bond with a child.
- You have the option to substitute paid time off (sick, personal or vacation time) in lieu of taking the leave as unpaid. In accordance with district policy #3212 & #4212, you may only choose sick time for your own serious health condition. You may not change your selection once the leave has been approved. Sick days will be allocated prior to personal or vacation days.
- You have the right to apply for compensation benefits from the State of NJ via the NJ Family Leave Insurance Program if your leave of absence is to care for a family member or to bond with a child. You may apply online at <http://lwd.dol.state.nj.us/labor/tdi/tdihome.html> or you may obtain a paper application via the district website or by contacting the Human Resources Department.
- When the exact amount of leave to be counted as FMLA or NJ Family Leave is unable to be determined at the time of the designation notice, such as an intermittent leave, you have the right to request the number of days designated, but only once in a 30-day period and only if leave was taken.
- Your group health benefits must be maintained during any period of FMLA or NJ Family Leave as if you had continued to work. You are responsible to pay your share of the premium costs towards your health benefits for any period of the leave which is unpaid. Contact the Benefits Department at extension 5058 for payment arrangements. The District also has the option to cancel your benefits should any premium payment be more than 30 days late.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA or NJ Family protected leave. If your leave extends beyond the end of your FMLA or NJ Family Leave entitlement, you do not have return rights provided under FMLA or NJ Family Leave.
- “Key Employee”, as defined by FMLA, restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. If your status is that of a “key employee” you will be notified of such and provided additional information with your Eligibility and Designation Notice.
- You are required to provide a fitness for duty note from your doctor prior to returning to work if the reason for your leave is due to your own serious health condition. The note should be submitted to Human Resources for review at least 2 working days before your expected return to work date. The doctor’s note must state if you are released to full duty or released with restrictions and, if applicable, the restrictions must be listed.
- Should you be unable to return from your leave of absence on the expected return to work date you must contact the Human Resources Department. You are required to provide supporting documentation when requesting to extend your leave of absence (with the exception of bonding with a child).