

## **FAMILY AND MEDICAL LEAVE ACT**

Consistent with the federal Family and Medical Leave Act of 1993, the Windham Academy Public Charter School recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during any twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the Windham Academy Public Charter School. Employees should consult regulations that implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional or different provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months.

Family leave shall be made available when a son or daughter is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be made available for the serious health condition of the employee, or in order for the employee to take care of a spouse, child, or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job.

An employee may elect, or the Windham Academy Public Charter School may require, an employee to use accrued paid vacation, personal, or family leave for purposes of family leave, or an employee may elect, or the Windham Academy Public Charter School may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of medical leave.

The employee shall notify the Windham Academy Public Charter School of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The Windham Academy Public Charter School may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Director may reassign a teacher consistent with the teacher's agreement, to a different grade level, schedule or other subject assignment, consistent with the employee's certification.

The Windham Academy Public Charter School shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

**Legal Reference:**

***Title 29 B 2601 et. seq.***

**WA Board Approved: 1/08/2020**