

Family and Medical Leave

Brevard Academy - A Challenge Foundation Academy (BA-CFA) adheres to all provisions of the Family Medical Leave Act and to any state acts regarding family and medical leave. BA-CFA will define all eligibilities, definitions and other conditions of family and/or medical leave as those promulgated by the FMLA and/or any applicable state act(s).

Eligible employees should make requests for family and medical leaves to the School Director at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Employees requesting family and medical leaves related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family and medical leave to provide care, its beginning and ending dates, and the estimated time required in the leave.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by BA-CFA for the full period of the family and medical leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

Benefit accruals, such as vacation, sick/personal leave, and holiday benefits will be suspended during the unpaid leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide BA-CFA with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, BA-CFA will assume that the employee has resigned.

Sick Bank/Medical Leave

BA-CFA, strives to recruit and retain exceptional staff members. The school recognizes that supporting employees as they balance career, childbirth, and untimely medical issues ultimately benefits the institution. Our goal is to create a community that supports employees and their families and regards family care concerns as legitimate and important.

With this goal in mind, BA-CFA will provide paid medical leave under an accumulated sick bank/ medical leave program. Employees will accumulate paid medical leave days under the following formula:

1. PTO days not used within the annual contract year may be carried over to the employee's sick bank at a maximum of five (5) per year.
2. A total of thirty (30) days may be accumulated within the employee's sick bank.
3. The sick bank shall ONLY be used for a doctor-documented medical leave of the employee, the employee's spouse, or employee's children while the employee is on active BA-CFA payroll. These may not be used in lieu of annual PTO.
4. The sick bank may be combined with unused PTO, as long as the sick bank leave is documented by a doctor.

5. If all or part of the 30 days is used for a documented medical leave, upon the employee's return to work, additional leave days may begin to accumulate at the same rate of a maximum of five (5) per year up to a total of 30 days in the employee's sick bank.
6. Sick bank days are not payable to employees upon separation of employment.

The benefits afforded staff under this policy are intended to be consistent and not in conflict with the rights afforded under the federal Family Medical Leave Act (FMLA). Any leave taken under this policy is intended to count as and run concurrent with FMLA leave.

Full-time employees are strongly encouraged to purchase short-term and/or disability insurance each year during open enrollment for cafeteria plan insurance policies. Employee purchased short-term disability insurance supplements income while employees are out of work under FMLA leave.

For information about FMLA, please refer to the following website

<http://www.dol.gov/esa/whd/fmla/index.htm>.

Overview

Covered employers must grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition.