

**FAMILY AND MEDICAL LEAVE EXHIBIT**

All leave requests must be made in writing and must set forth the reasons for the requested leave, the anticipated duration of the leave, and the anticipated start and end dates of the leave. All such requests must be received by the Principal no later than thirty days before the requested start date of the leave.

All leave categories stipulated in the Family and Medical Leave Act of 1993 (FMLA) will be granted pursuant to the provisions of the act and School Board Policy.

Unless stipulated otherwise, a request for leave be it written or verbal, will be assumed to be a request for leave pursuant to the provisions of the Family Medical Leave Act. Similarly, it will be assumed that an employee is taking leave pursuant to the provisions of the FMLA when they have been absent for three consecutive days, or fewer, in the event that school officials learn that the employee has suddenly taken seriously ill or has become otherwise incapacitated.

This memo is being sent to all employees who may request, or is assumed to be taking a leave of absence pursuant to the provisions of the FMLA. Attached to this memo are forms, policies, and informational documents that pertain to the District's requirements concerning leaves of absence and the Family and Medical Leave Act as well as a statement of your rights under the Act.

Employees who receive the enclosed Employer response to Employee request for Family of Medical Leave are expected to abide by the terms of the notice. Please note that you are required to provide to the office a completed Certification of Health Care Provider within 15 days after you receive this notification, unless you have already done so.

All sick days, personal days, and vacation days will be counted as part of the twelve week FMLA entitlement. Any FMLA days taken with pay will be counted for purposes of calculating your seniority. Unpaid FMLA days will not count towards your seniority. Your entitlement for FMLA leave is for twelve weeks. Full weeks of time when your unit is not required to work will not be counted against our 12 week entitlement. Partial weeks, during which you would have had to work if not on leave, however, will be counted as full weeks.

Adopted: April 20, 2004