

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.14

Effective Date: *May 1, 2019*

Revised Date:

Section: *Personnel*

Subject: *Family Medical Leave; Long-Term Leaves of Absence; Maternity Leave*

Related Policy: *5.304 Long Term Leaves of Absence; 5.305 Family and Medical Leave*

I. DEFINITIONS

II. PROCEDURES

1. Leave years run concurrent to the school year: July 1 – June 30.
2. Employees must immediately notify their supervisor when they must be absent. If the absence is five (5) days or more, a leave form must be turned in to the Human Resource office. The Family Medical Leave Act requires employees to give their employer 30 days notice for foreseeable qualifying events, such as childbirth, scheduled surgery or adoption.
3. If the Human Resource office determines the absence is a Family Medical Leave qualifying reason, HR will provide additional paperwork to be completed. In all instances in which certification is requested, it is the employee's responsibility to provide the employer with complete and sufficient certification. Failure to do so may result in the denial of FMLA leave.
4. Failure to provide requested documentation may affect state approved benefits, such as earned personal, sick and vacation days.
5. Employees are responsible for providing HR with "fitness for duty" documentation when returning to work.
6. Employees who do not return to work at the end of the leave of absence may be required to reimburse the District for insurance premiums paid during the leave period. In accordance with the State of Tennessee, an employee does not receive teaching experience or retirement service credit for any unpaid leave.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools