PURPOSE

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility) during the previous twelve-month period shall be eligible to use FMLA leave.

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
4. The care of a spouse, child, parent, or next of kin of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee’s total period of FMLA leave.

MATERNITY/PATERNITY LEAVE
1. **Relationship between FMLA leave and Tennessee Maternity Leave Act** - FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.³

2. **Teachers’ Leave** - In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher’s accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher’s physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵

**LEAVE FOR A SERIOUS HEALTH CONDITION**⁶

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days’ notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

**LEAVE FOR MILITARY FAMILY MEMBERS**

1. **Qualifying Exigency Leave**⁷ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:

   a. Issues arising from the service member’s short notice deployment;
   b. Military events and related activities (e.g. official ceremonies, support programs);
c. Making or updating financial and legal arrangements;

d. Attending counseling;

e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or

f. Attending post-deployment activities.

2. Military Caregiver Leave8- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013. The “single twelve (12) month period” for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE9

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.
RESTRICTIONS

1. Notice Requirements

   a. Employee Notice—For foreseeable leave, the employee shall provide the Superintendent with at least thirty (30) days written notice before the beginning of the anticipated leave.

   b. District Notice—Once it has been established that the leave requested qualifies for FMLA, the Superintendent/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers’ compensation) shall run concurrently with FMLA leave. The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.

2. Certification Requirement

   a. The Superintendent may require that a request for leave be supported by certification issued by a health care provider with the following information:

      i. The date on which the serious health condition commenced;

      ii. The probable duration of the condition;

      iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and

      iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

   b. If there is any reason to doubt the validity of the certification provided, the Superintendent may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)

   a. If leave is taken more than five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

   b. If the leave is taken five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.
REQUIREMENTS OF THE BOARD

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:
   a. The employee fails to return from leave after the period of leave has expired; and
   b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); Public Acts of 2018, Chapter No. 907
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility) during the previous twelve month period.

GENERAL PRINCIPLES
1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child, the care of a child, spouse, or parent who has a serious health condition or for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. (Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.)

2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

3. A physician's statement may be required by the superintendent when determining the period of actual physical disability.

4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.

QUALIFYING EXIGENCIES

Qualifying exigencies include:

- Issues arising from a covered service member's short notice deployment (i.e., less days of notice) for a period of seven days from the date of notification;

- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered service member;

- Making or updating financial and legal arrangements to address a covered service member's absence;

- Attending counseling provided by someone other than a health care provider for oneself, the covered service member, or the child of the covered service member, the need for which arises from the active duty or call to active duty status of the covered service member;

- Taking up to 15 days of leave to spend time with a covered service member who is on short-term temporary, rest and recuperation leave during deployment;

- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered service member's active duty status, and addressing issues arising from the death of a covered service member;

- Any other event that the employee and employer agree is a qualifying exigency.

MILITARY CAREGIVER LEAVE

An eligible employee who is a spouse, child, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness shall be granted up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the covered service member or covered veteran. A covered service member is a current
member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical
treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability
retired list, for a serious injury or illness. A covered veteran is an individual who was a member of the Armed
Forces at any time during the period of 5 years preceding the date of the medical treatment, recuperation, or
therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.
The calculation of this 5 year period shall not include the interval of October 28, 2009 through March 8, 2013.
For covered service members, a serious injury or illness is one that was incurred by a service member in the line
of duty on active duty that may render the service member medically unfit to perform the duties of his or her
office, grade, rank, or rating. For covered veterans, a serious injury or illness is defined as:
i. A continuation of a serious injury or illness that was incurred or aggravated in the line of duty
while on active duty that rendered the veteran unable to perform the duties of the veteran's office,
grade, rank, or rating;
ii. A physical or mental condition for which the veteran has received a U.S. Department of
Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or higher and such
VASRD rating is based, in whole or in part, on the condition precipitating the need for military
caregiver-leave;
iii. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a
substantially gainful occupation by reason of a disability or disabilities related to military service, or
would do so absent treatment; or
iv. An injury, including a psychological injury, on the basis of which the veteran has been
enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family
Caregivers.
The “single 12-month period” for leave to care for a covered service member or covered veteran with a serious
injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless
of the 12 month period established by the employer for other types of FMLA leave. An eligible employee is
limited to a combined total of 26 workweeks of leave to provide care for a covered service member. The
maximum of 26 workweeks may include no more than 12 workweeks of leave that is taken for the birth and care
of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious
health condition, or for the employee's own serious health condition.

REstrictions
1. For foreseeable leave, the employee shall provide the superintendent with at least thirty (30) days
written notice before the beginning of the anticipated leave.
2. The superintendent may require that a request for leave be supported by certification issued by a health
care provider with the following information:
a. the date on which the serious health condition commenced;
b. the probable duration of the condition;
c. the appropriate medical facts within the knowledge of the health care provider regarding the
condition; and

   d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent
and an estimate of the amount of time that such employee is needed.
3. If there is any reason to doubt the validity of the certification provided, the superintendent may require, at the expense of the school system, an opinion of a second health care provider.

4. Once it has been established that the leave requested qualifies for FMLA, the superintendent/designee shall notify the employee within two (2) business days (absent extenuating circumstances) that

Any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.  

The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.  

5. Intermittent Leave—When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school system may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

6. Period Near the End of an Academic Term (Professional employees)—If leave is taken more than five (5) weeks prior to the end of the term, the superintendent may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

If the leave is taken five (5) weeks prior to the end of the term, the superintendent may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

7. Any employee eligible under state law who requests leave due to pregnancy, childbirth, or adoption shall be granted up to four (4) months leave.  
FMLA leave for birth and care of a newborn child or for placement of a child for adoption or foster care, shall run concurrently with the state leave.

8. Spouses who are both eligible employees of the school district are limited to a combined total of 12 workweeks of FMLA leave in a single 12-month period if the leave is taken for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.  
Under certain circumstances, spouses who share such leave may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.

REQUIREMENTS OF THE BOARD

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay or other terms of employment.

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3. The Board may recover the premium paid under the following conditions:
   a—the employee fails to return from leave after the period of leave has expired.
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