



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 5-75

Page 1 of 2

## PERSONNEL

### Service Member FAMILY AND MEDICAL LEAVE

#### Employee Entitlement to Service Member FMLA

1. Service Member FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:
  - a. A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan; including arranging for daycare, attending non-medical counseling, making financial/legal arrangements, and attending applicable military events. A qualifying exigency is for a spouse, child or parent in the National Guard or Reserves only (referred to as “military member”).
  - b. To care for a spouse, child, parent, or next of kin who has incurred an injury or illness in the line of active duty in the Regular Armed Forces, National Guard, or Reserves (referred to as “service member”). Such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.

#### Duration of Service Member FMLA

1. When Leave is due to a “Qualifying Exigency”: An eligible employee may take up to 12-work weeks of leave during any 12-month period.
2. When Leave is to care for an Injured or Ill Service Member: An eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
3. Service member FMLA runs concurrent with other leave entitlements provided under federal state and local law.

### **Documentation Requirements**

1. When Leave is due to a “Qualifying Exigency”: Employees requesting this type of service member FMLA leave must provide proof of the qualifying family member’s call-up of active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.
  
2. When Leave is to care for an Injured or Ill Service Member: Employees requesting this type of Service Member FMLA Leave must provide documentation of the family member’s or next-of-kin’s injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other Armed Forces communication pertaining to the service member’s injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

### **Legal Reference:**

**HR 4986**

**Adopted: 5/18/2009**