



**Official Policy
of
Ogden Preparatory Academy**

6. Human Resources

6.18.POL Family Medical Leave (FMLA) Policy

Effective/Revision Date: 06/13/2018

Page 1 of 2

Ogden Preparatory Academy (OPA) shall adhere to the requirements as set forth in the US Family Medical Leave Act (FMLA).

An eligible employee, or an eligible employee's designee, may request in writing an unpaid leave of absence of up to 12 calendar weeks during a fiscal year. During the FMLA period, OPA shall continue to pay its portion of applicable benefits and/or premiums. The employee must continue to pay his/her portion of any insurance premiums.

Eligible Employee: an employee who has worked for OPA for at least 12 months. When an employee and spouse are both employed by the district, both individuals, together, shall be limited to a combined total of 12 calendar weeks of leave in the event of the birth or adoption in a single fiscal year.

Eligible Reasons:

- for the birth and care of the newborn child of an employee,
 - Leave must conclude within 12 months of the birth;
- for placement with the employee of a child for adoption or foster care,
 - Leave must conclude within 12 months of the placement;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.
 - Employees must provide medical certification within 15 days verifying a serious health condition of the employee, spouse, parent or child if requesting FMLA for this purpose.

Employees shall be subject to all absence requirements as set forth in the policies and procedures of Ogden Preparatory Academy including completion of forms, notice requirements, and providing substitute lesson plans as necessary.

An employee must reimburse OPA for all benefits paid during the FMLA period if the employee fails to return to work for 30 calendar days following the FMLA leave, unless failure to return to

work is because of a serious health condition certified by a medical doctor or for circumstances beyond the employee's control.

If requesting intermittent leave (must be medically necessary as certified by a health care provider), employees must have a leave schedule approved by administration.

In cases where an agreement can be made for services, an employee may continue benefits during an unpaid FMLA leave beyond 12 weeks. Services must be valued at the cost of the benefits received and must be agreed upon by administration.

Document History

Approved: 06/13/2018

Legal References

29 CFR Part 825 The Family and Medical Leave Act

[Fact Sheet #28L: Leave under the Family and Medical Leave Act for Spouses Working for the Same Employer](#)