

# *HUNTINGDON AREA SCHOOL DISTRICT*

## *Administrative Offices*



2400 Cassady Avenue, Suite 2, Huntingdon, PA 16652-2602



Phone (814) 643-4140 Fax (814) 643-6244

Fred E. Foster  
Superintendent

Patricia A. Wargo, Ed.D  
Director of Education

Faith M. Swason  
Business Manager

### **Memorandum**

To: All Employees  
From: Faith M. Swanson, Business Manager  
Date: September 2, 2015  
Re: FMLA Leave

#### **Background:**

Effective August 5, 1993, as a result of the Federal Family and Medical Leave Act ("FMLA"), eligible employees are entitled to up to 12 weeks of unpaid leave in order to attend to their own serious health condition; because of the birth, adoption or provision of foster care to a child; to attend to the serious health condition of a spouse, son, daughter, or parent; or to care for an injured service member or a service member on Military exigency leave.

#### **Eligibility**

Employees of Huntingdon Area School District are eligible to take up to 12 weeks of unpaid family/medical leave within a rolling 12-month period and be restored to the same, or an equivalent, position upon return from leave. To qualify, the employee must have worked for HASD for at least 12 months and worked a minimum of 1250 hours with HASD during the previous 12-month period.

#### **Duration**

In accordance with Board Policy 335, the district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period. (For example, if the first day of leave is October 1, 2015 the employee is eligible for up to 12 weeks FMLA leave through September 30, 2016.)

#### **Use of Paid Leave**

Paid leave runs concurrent with FMLA leave, i.e. the total FMLA leave (paid or unpaid) begins with the first date of absence. When an employee requests FMLA leave and qualifies for and is entitled to any accrued paid leave, the employee is required to utilize such paid leave during the FMLA leave.

#### **Procedures**

Employees shall submit for FMLA along with requests for extended sick leave as eligible. Forms are available in the Business Office.

Any questions regarding FMLA can be directed to Pam Low (plow@huntsd.org) or Faith Swanson (fswanson@huntsd.org). Additional guidance can be found at [www.dol.gov/dol/topic/benefits-leave/](http://www.dol.gov/dol/topic/benefits-leave/).