

Ridgway Area School District

FAMILY MEDICAL LEAVE ACT NOTIFICATION

What is the Purpose of the Form?

This form should be used to elect a family medical leave day or days.

Who Should File the Form?

The employee electing to take family medical leave should file the form with the Superintendent's Office.

When Should the Form be Filed?

This form should be filed prior to the family medical leave when possible. If the leave is due to an emergency situation, the form should be filed as soon as possible, but prior to the next payday.

Special Notes:

Discussion on family medical leave can be found in policies [335](#), [435](#), and [535](#).

The filing of this form does not alleviate the need for informing your supervisor of your absence from work.

Revised: February 2009

RASD RIDGWAY AREA SCHOOL DISTRICT RASD

Ridgway, PA

FAMILY MEDICAL LEAVE ACT NOTIFICATION

I hereby notify the Superintendent of my intention to be absent from my duties

from _____ to _____, and request the use of a family medical leave day(s).

Building Employee Date

Reason: _____

Please refer to Board Policies 335, 435 & 535 for description of family medical leaves.

Please note the following:

1. A family medical leave day is an unpaid day (unless you are using some other type of paid leave simultaneously). The employees will not lose present benefits, which may include hospitalization, dental, or life benefits for the day and will not lose their position.
2. A family medical leave day will not count as a workday for retirement purposes (unless you are using some other type of paid leave simultaneously). If paid leave is not used simultaneously, a family medical leave day reduces the total days worked for the year as it relates to retirement board reporting. The family medical leave day also reduces the number of contract days guaranteed. (For example, the use of one day during the year would result in a cafeteria worker only being guaranteed 179 days as opposed to the 180 days per contract.) It should be noted that this would result in less than one year credited service and no guarantee that time can be made-up during the summer.
3. Doctor's certification may be requested per Board policy.
4. You are entitled to 60 medical leave days per school year.

SIGNATURE OF SUPERINTENDENT

DATE

NOTE: Make copies: One copy remains at the Superintendent's Office, one copy is returned to employee.