



Ellington Public Schools

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Family Medical Leave Act (FMLA) Frequently Asked Questions

1. What are the qualifying reasons to take an FMLA leave?

Eligible FMLA leave includes the following:

- The birth of a child or placement of a child for adoption or foster care
- To bond with a child (leave must be taken within 1 year of the child's birth or placement)
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent

2. Who do I talk to if I'm considering taking an FMLA or other type of leave?

First, make sure you read the contract to understand your contractual rights and obligations for paid and unpaid leaves. Then, contact Jennifer O'Brien with any more specific questions that you may have.

3. What paperwork do I need to complete? Is there any outside paperwork I need to submit?

A letter stating the dates of approximate leave should be submitted to the Superintendent in advance of the leave. Generally, the employee needs to give at least 30-days notice to the board for an FMLA leave. The district may also require verification of a qualifying serious health condition.

The district will require FMLA paperwork for leaves lasting more than 5 days; all other contractual obligations still apply.

4. How will taking leave affect my pay?

This question is very specific to the individual and the type and timing of leave they are seeking. Please contact the Business Services office for a personalized answer.

Generally, a 10-month employee going on leave on the 26-payment plan (balloon check) will receive all deferred compensation at the time of the leave. The district will reinstate an employee returning from leave at their salaried rate on the 21-payment plan. These employees will not receive a balloon payment on the last pay period. In the following year, the employee will return to the 26-payment plan unless the district is notified by the contractual date.

5. How will my accumulated sick time be paid?

Accumulated sick time will be paid for a qualifying event concurrently with FMLA leave. Sick time may be used during a leave for a qualifying health condition or childbirth for the time in which the mother is considered "temporarily disabled". A doctor's note stating the dates of care must be submitted to the district.

Sick time will not be taken on holidays nor non-working days. Employees with accumulated time would be paid for contractual days only.

Other paid time off assigned by bargaining unit may be used during an FMLA leave.

6. What's the maximum amount of time I could be covered by an FMLA leave? Is there a minimum?

The maximum is 12 weeks in a 12-month period.

For additional information, please reach out to the
Central Office at: 860-896-2300

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