The following information concerns your rights and obligations under the family and medical leave laws as well as District policies, and will explain to you the consequences of your failure to meet these obligations. Please read this information carefully. If you have any questions, please contact the Office of Human Resources.

**Leave Entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your Federal and Wisconsin law leave entitlements. Under Federal law, you are entitled to 12 workweeks of unpaid leave for qualifying reasons. Under Wisconsin law you are entitled to 6 weeks of leave for the birth or adoption of a child by you, 2 weeks of leave as a result of your serious health condition and 2 weeks of leave as a result of your parent, child or spouse experiencing a serious health condition. In addition, under Wisconsin law you are entitled to 2 weeks of leave as a result of your domestic partner or the parent of your domestic partner’s serious health condition. If you are eligible for both Federal and Wisconsin leave and/or leave under the District policies, your leave rights will run concurrently. Entitlement amounts are per calendar year and not per school year. Please refer to the Employee Handbook for additional information.

**Medical Certification.** If your leave is based on your serious health condition or the serious health condition of your child, spouse or parent, you must provide the District with a medical certification prepared by your health care provider, the Health Care Provider Certification Form. The certification must be provided to the District within fifteen (15) days of the request for leave, or in cases of medical emergency or unforeseen circumstances it must be provided as soon as possible. If you fail to provide a timely Certification, your leave request, or your continuation for leave, may be denied or delayed until the required Certification is provided.

**Additional Certifications.** If the District has any doubts about the accuracy of your initial medical certification, you must submit to another examination, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.

**Re-certification.** You must provide the District with subsequent re-certifications on a periodic basis that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.

**Intent to Return to Work.** You must provide the District with a periodic report on your status and intent to return to work.

**Fitness for Duty Certification.** If you are on medical leave because of your own serious health condition, you must provide the District with a Fitness for Duty Certification signed by your health care provider before you can return to work. If you fail to provide the District with a Fitness for Duty Certification, your reinstatement will be delayed until the required certification is provided or denied.

**Substitution.** You may have the option of substituting certain types of paid leave for unpaid family and medical leave or you may be required to substitute such paid leave pursuant to the District’s FMLA Policy. When paid leave is substituted for your unpaid leave, the paid leave will run concurrently with your family and medical leave and will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.

**Maintenance of Health Insurance Coverage.** In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. If you elect to substitute paid leave, or if the District requires the substitution of paid leave, your share of premiums, if any, will be paid through the District’s normal payroll deduction method. Otherwise, the District will designate a method for collecting premiums when your leave is unpaid.

**Employment Protection.** Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position has been filled, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment unless your employment would otherwise have ceased. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave. In the case of instructional employees, your re-employment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please contact the Human Resources Department for additional information on your reinstatement rights.

**Recovery of Premiums.** If you fail to return to work after your family or medical leave, you will be liable to the District for any health coverage premiums paid on your behalf during your leave.