

ASD LEAVE RIGHTS AND RESPONSIBILITIES

The Anchorage School District is committed to providing employees with leave in compliance with the policies, bargaining agreements and laws that govern the Anchorage School District. This includes the **Federal Family Medical Leave Act** and the **Alaska Family Leave Act**, as applicable. Both laws provide employer options for implementation of leave. This document applies to all district employees regardless of their bargaining unit. All employees are responsible for reviewing this document.

I. LEAVE CONDITIONS AND PROHIBITIONS :

- A. Leave abuse is not tolerated by the Anchorage School District and will result in disciplinary action. This may include termination of employment.
- B. All District employees are responsible for following these rights and responsibilities when accessing the following kinds of leave:
 - Sick
 - LWOP
 - FMLA/AFLA
 - Extended Leave
 - Worker's Comp
- C. It is expected that employees on leave due to sickness, injury or a serious health condition will remain at their homes during work hours unless securing treatment, attending to ordinary and necessary personal or family needs, or upon prior approval from their supervisor.
- D. Employees who take a vacation while on leave due to sickness, injury or a serious health condition of the employee or family member, or who travel outside of the District during work periods for any purpose other than for medically prescribed reasons documented by a health care provider in advance of the travel, are subject to termination. Exceptions may be granted at the discretion of the Senior Director, Benefits upon written request of the employee made in advance of travel.
- E. The need for out of state travel for treatment must be verified by the employee's health care provider.
- F. Employees who are on approved leave are prohibited from engaging in other employment during the dates the employee is on leave from the District. Exceptions may be granted at the discretion of the Chief Human Resources Officer upon written request of the employee in advance of the employment. The written request must explain why the employee seeks to engage in work for another employer or entity, and why such work is

feasible when the employee is unable to work for the District.

G. Employees who are on leave may not participate in any ASD work-related activity. This includes but is not limited to, trainings, coaching, staff meetings, parent conferences/meeting, working in classrooms, attending, or participating in assemblies and other special school activities.

II. **THE FAMILY AND MEDICAL LEAVE ACT (FMLA)** requires the District to provide up to 12 weeks of unpaid leave in a 12-month period to eligible employees for qualifying family and medical reasons. Employees are eligible if they have worked for the District for at least one year, and for 1,250 hours over the prø

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- d. Because of the employee's own serious health condition; or
- e. For an employee whose family member is a military member who has a qualifying exigency or a serious illness or injury.

VI. EMPLOYEE RESPONSIBILITIES:

A. Notice and Scheduling of Leave:

- i. If the need for leave is foreseeable, the employee must provide the Anchorage School District at least a 30-day advance notice before the leave is to begin. If the employee fails to provide proper notification, the start of leave may be delayed.
- ii. When a 30-day notice is not possible, the employee must provide notice as soon as reasonably possible. **This means within 1 or 2 business days of learning of the need for leave, except in extraordinary circumstances.**
- iii. Employees may be asked why providing a 30-day notice was not possible and employees must cooperate with such an inquiry.
- iv. When scheduling planned medical treatment, the employee must consult with the District and make a reasonable effort to schedule the treatment so as not to unduly disrupt the District's operations, subject to the approval of the health care provider of the employee or the employee's child (spouse or parent). Employees should attempt to schedule medical treatment around work so as to permit employees to work as much of their workday as possible.
- v. If an employee neglects to consult with the District to make a reasonable effort to arrange the schedule of treatment so as not to unduly interrupt District operations, the District may initiate such discussions and require the employee to attempt to make such arrangements, subject to health care provider approval.
- vi. Employees who are required to report to a principal and a department supervisor, are required to give notice of leave to the principal and department supervisor.

iv. The employee must scan

- ii. The employee must follow the District's leave notification requirements including established call-in procedures.

E. Returning To Work:

- i. Employees must return to work as specified in the original Health Care Provider Certification or provide an updated certification.
- ii. If medical limitations/restrictions are necessary when the employee returns to work, the

provided above.

VIII. FAMILY MEDICAL LEAVE COORDINATION:

care for a covered service-member is 26 weeks during any 12-month period.

XII. UNLAWFUL ACTS BY EMPLOYERS: The Family Leave Acts makes it unlawful **UL**