

## Requesting Family and Medical Leave

Thirty days advance notice is required for a planned absence for an employee's own or family member's serious health condition, or for parental leave.

In the event of an emergency, an employee must contact his or her supervisor or the district human resources office as soon as possible.

Forms are available in your building's office or on the Canby School District web page under Employment/Employee Resources.



## Resources

The following are resources that provide more information about FMLA and OFLA.

Policy 60.000.15  
Family and Medical Leave:  
<http://oregon.gov/DAS/HR/rules.shtml>

United States Department of Labor  
<http://www.dol.gov/whd/fmla/index.htm>

Canby School District Employee Handbook  
<http://www.canby.k12.or.us/Employment/568.html>

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**Canby School District**  
Human Resources  
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Information online at [www.canby.k12.or.us](http://www.canby.k12.or.us)

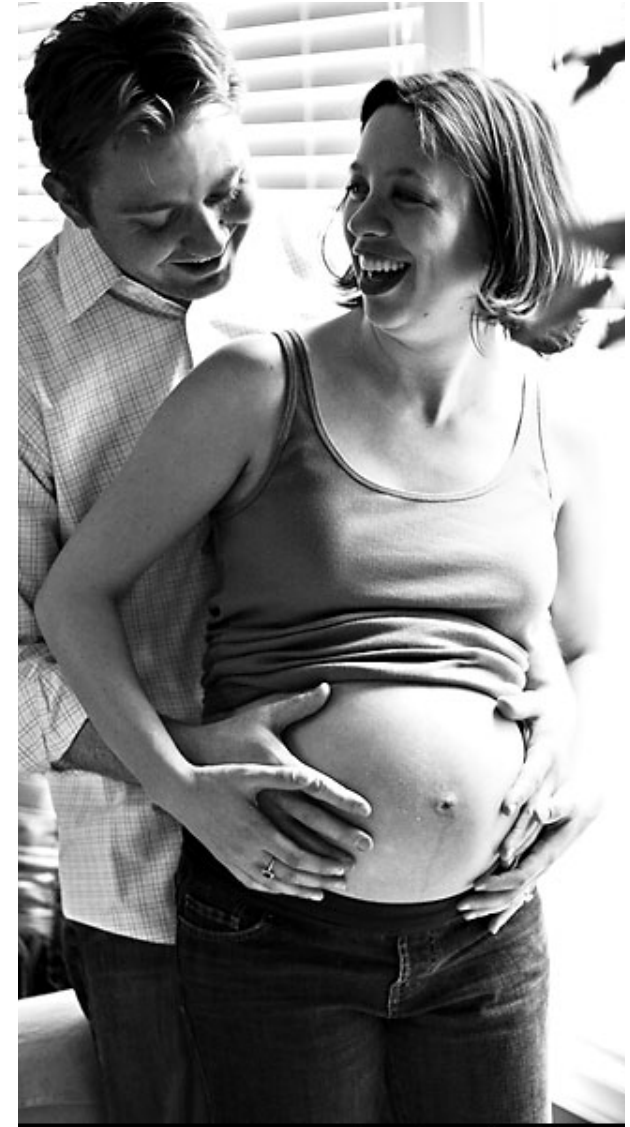
### Posted in your work area:

“Oregon Family Leave Act, Notice to Employers and Employees”

“Your Rights under the Family and Medical Leave Act of 1993”

# Understanding Family and Medical Leave

A quick guide to Family and Medical Leave Act and Oregon Family Leave Act.



Canby School District

*The Family and Medical Leave Act and the Oregon Family Leave Act, commonly referred to as FMLA and OFLA, are federal and state statutes that provide protected unpaid leave to employees to tend to their own serious health condition, the serious health condition of a family member or to their parental obligations. FMLA is concurrent with the OFLA when the employee is eligible for both of the leaves. During FMLA/OFLA leave an employee may use accrued paid leave within the district paid leave policies.*

## Entitlement

Federal and state family and medical leave laws require employers to provide up to 12 weeks of leave during a 12-month period for employees that meet the eligibility and purpose criteria for leave. Canby School District uses a 12 month rolling calendar to track FMLA/OFLA leave.

OFLA also provides an additional 12 weeks of leave, for a qualifying purpose, to a female who takes leave for a pregnancy-related disability.

Additionally, an employee who uses 12 weeks of parental leave under OFLA may take up to another 12 weeks for sick child leave.

Under FMLA, an employee caring for their son, daughter, parent, spouse or next of kin, who is an injured or ill covered service member may be entitled to up to 26 weeks of leave.

FMLA and OMFLA also covers leave for a “qualifying exigency” arising from a spouse, child or parent being on active duty or being called to active duty.

Bereavement Leave (*OFLA only*) Up to two weeks unpaid leave for each occurrence.

## Purpose

The purpose of FMLA and OFLA is for an employee to:

- Recover from or seek treatment for an incapacitating, serious health condition including a pregnancy related disability and absence for prenatal care.
- Provide care for a parent, spouse, son or daughter who has a serious health condition.
- Provide parental leave to care for a newborn, newly adopted or newly placed foster child in the employee’s home. OFLA also includes absences to provide care for a serious health condition for a parent-in-law, grandparent, grandchild, same-sex domestic partner, or a parent or child of same-sex domestic partner. OFLA also allows a parent to be absent for sick child leave, which is to provide home care for a sick child with a non-serious health condition.
- Provide Military Caregiver Leave under FMLA, which is leave to care for your spouse, parent, child or next of kin who is a covered service member, with a serious injury or illness incurred in the line of duty on federal active duty.

## Eligibility

To be eligible for leave under FMLA, an employee must have worked for the Canby School District for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12-month period immediately preceding the leave.

To be eligible for leave under OFLA, an employee must have been employed by the Canby School District for at least 180 days preceding the date the leave begins and must have worked an average of 25 hours per week during the 180 day period. The 25 hour per week requirement is not applicable for parental leave, when no weekly average is required.



For information regarding additional leaves such as Oregon Military Leave Act and Oregon Crime Victims Leave, please contact the district human resource office for information.