



## Danbury Public Schools

Jennifer Gonzalez  
Human Resources Specialist  
63 Beaver Brook Rd  
Danbury, CT 06810  
P: 203.830.6570  
F: 203.830.6262

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### **PROCEDURES FOR REQUESTING MEDICAL LEAVE OF ABSENCES**

Welcome to the Danbury Public Schools! If you believe you need or will need to request a leave of absence please do not hesitate in reaching out to me. I am your point of contact for any and all FMLA, Medical Leaves of Absence, and Maternity Leave related questions and can be found at BBAC, Monday through Friday from 8:00 am to 4:00 pm. The best way to reach me is via email at [gonzaj1@danbury.k12.ct.us](mailto:gonzaj1@danbury.k12.ct.us) or by phone at (203) 830-6570.

Below please find updated districtwide guidelines on requesting Medical Leaves of Absence in order to care for your own serious health condition or that of an immediate family member.

It is the Danbury Public Schools policy to provide all employees with information related to the Family and Medical Leave Act "FMLA". FMLA grants leave for up to twelve (12) weeks within a twelve (12) month period to eligible employees. This leave may be paid, unpaid, or a combination of both paid and/or unpaid leave all depending on the circumstances of the leave and the terms and conditions found in your Collective Bargaining Agreement.

#### **Eligibility:**

In order to qualify for a medical leave under FMLA an employee must meet the following requirements:

- Need to have worked for DPS for at least twelve (12) months,
- Need to have worked at least 1,250 hours in the twelve (12) months immediately preceding the requested leave or 950 hours if you are a paraprofessional.

#### **Procedure:**

1. **Notice of Request for Leave.** Please provide me with initial notice of any anticipated need for a medical leave of absence at least **30 days in advance**, if possible. Of course, if an emergency occurs, this notice requirement may be considerably shortened due to unforeseen circumstances. Providing as much notice as possible allows the District to make appropriate coverage assignments for you during your anticipated absence. Similarly, if you are

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experiencing a condition that prevents you from working for more than five (5) consecutive days, please contact me.

2. Certification and Approval of your Leave. Once you contact me, I will explain the leave options available to you under the law and/or your collective bargaining agreement. At that time, I will also provide you with forms that request certain limited medical information from your doctor that supports your need for a medical leave. This certification must be completed and **returned within 15 days** to Human Resources, where all medical documents are maintained in strict confidence to ensure your privacy. **You are not required to provide any such documents to your building administrators or other supervisors.** The Human Resources Director must then approve your request for a medical leave of absence in advance based upon the documents you provide.

3. Returning to Work. For leaves of a significant duration, the District may request updated information from your doctor in order to support your continued leave. It is expected that you and/or your doctor will provide such updated medical information promptly upon request. We also require you to report periodically on your status and intent to return to work while you are on leave.

As you prepare to return to work you will be asked to provide a letter from your doctor certifying that you are able to return to your specific position *prior* to your scheduled return date. **All Return to Work certifications must be approved by the HR Director prior to your return to work.** If the medical certification to return contains any medical restrictions, such requests must be specifically approved by the HR Director prior to your return to work. If you require an extension of your leave, please make the extension request as early as possible.

Finally, for your convenience the Family and Medical Leave Act ("FMLA") Employee Guide, the FMLA Request form, and Medical Certification packet are all available on the DPS website. Please note: failure to provide a Medical Certification may jeopardize the approval of your Leave, and the Leave will not be considered as FMLA.

I hope that this provides clear guidance on our process. Please feel free to contact me if you have additional questions or concerns. Best wishes for a healthy and happy school year.

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