

Maine School Administrative District No. 9  
11 School Lane  
New Sharon, Maine 04955

Telephone: (207) 778-6571

Fax: (207) 778-4160

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: Kris Pottle, Business Manager

Re: Request for Family/Medical Leave

On \_\_\_\_\_ you notified us of your need to take family/medical leave due to:

the birth of a child, or the placement of a child with you for adoption or foster; or

a serious health condition that makes you unable to perform the essential functions of your job; or

a serious health condition affecting your \_\_\_ spouse, \_\_\_ child, \_\_\_ parent, for which you are needed to provide care.

You notified us that you need this leave beginning on \_\_\_\_\_ and that you expect leave to continue until on or about \_\_\_\_\_.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following the FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that:

1. You are \_\_\_ eligible \_\_\_ not eligible for leave under FMLA.
2. The requested leave \_\_\_ will \_\_\_ will not be counted against your annual FMLA entitlement.
3. You \_\_\_ will \_\_\_ will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We \_\_\_ will \_\_\_ will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply:

5(a). If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows:

(b). You have a minimum 30-day grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We will will not pay your share of health insurance premiums while you are on leave.

(c). We will will not do the same for other benefits while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you will will not be expected to reimburse us for payments made on your behalf.

6. You will will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

7(a). You are are not a “key employee” as described in SS 825.218 of the FMLA regulations. If you are a “key employee”, restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

(b). We have have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Explanation:

8. While on leave, you will will not be required to furnish us with periodic reports every \_\_\_\_\_ of your status and intent to return to work (see SS 825.309 of the FMLA regulations). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you will will not be required to notify us at least two work days prior to the date you intend to report for work.

9. You will will not be required to furnish recertification relating to a serious health condition.

Adopted: **December 14, 1999**  
Reviewed: January 22, 2002  
Reviewed: May 4, 2009