

# Clackamas Education Service District

Code: **GCBDA-AR**  
Adopted: 05/20/09

## **Family Medical and Medical Leave/State Family Medical Leave**

Under federal and state law, an employee requesting FMLA and/or OFLA leave shall provide at least 30 days notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration, and reasons for the requested leave.

### **Calculating the 12-month Period for Leave**

CESD will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. CESD will use the 12-month period measured forward from the date the employee's leave begins.

### **Paid/Unpaid Leave**

Family leave under federal and state law is generally unpaid. An employee who is on an approved FMLA/OFLA leave for personal illness or injury may use available sick leave, personal business/emergency leave, and/or vacation. An employee who is on an approved FMLA/OFLA leave to care for a family member who has a serious health condition may use available family illness leave, sick leave, personal business/emergency leave, and/or vacation. The employee may select the order in which the paid leave is used.

### **Medical Certification**

When an employee applies for FMLA and/or OFLA leave, other than for parental leave, CESD will require the employee to provide medical certification to support the request for leave. CESD will provide written notification to employees of this requirement within three working days of the employee's request for leave. The employee is required to submit medical certification no later than 15 calendar days after receipt of CESD's notification that medical certification is required. When the medical leave is for the purpose of an employee's own serious health condition, the employee must also provide a fitness for duty medical release from the health-care provider before returning to work.