

**Oregon Virtual Education
Charter School**

Code: **GCBDA/GDBDA-AR(4)**
Revised/Reviewed: 5/14/12

Eligibility Notice to Employee

Date _____

TO: _____
(Employee's name)

FROM: _____
(Name of appropriate employer representative)

SUBJECT: Request for Leave

On (date) you notified us of your need to take family/medical leave due to:

1. _____ The birth of your child, or the placement of a child with you for adoption or foster care;
2. _____ A serious health condition that makes you unable to perform the essential functions of your job;
3. _____ A serious health condition of your spouse, same-sex domestic partner, child (including the biological, grandchild, adopted or foster child, child of same-sex domestic partner or stepchild of an employee or a child with whom the employee is or was in a relationship of "in loco parentis"), parent (biological parent of an employee or an individual who stood "in loco parentis" to an employee when the employee was a child), grandparent, parent-in-law, parents of same-sex domestic partner, custodial parent, noncustodial parent, adoptive parent, foster parent for which you are needed to provide care;
4. _____ An illness or injury to your child which requires home care but is not a serious health condition.
5. _____ Your spouse has been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment.

You notified us that you need this leave beginning on (date) and that you expect leave to continue until on or about (date) .

Except as explained below, you have up to 12 workweeks of unpaid leave in a 12-month period for the reasons listed above.

Public charter school policy states you must be reinstated to the same or in some cases, to an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. The public charter school is not required to maintain benefits during leave unless provided otherwise by Board policy; however, all such benefits will be restored in full upon your return to the public charter school.

If you do not return to work following leave for a reason other than: (1) the continuation, recurrence or onset of a serious health condition which would entitle you to leave; or (2) other circumstances beyond your control, you may be required to reimburse the public charter school for health insurance premiums paid on your behalf during your leave.

This is to inform you that (*check appropriate boxes, explain where indicated*):

1. You are eligible not eligible for leave.
2. The requested leave will will not be counted against your annual leave entitlement.
3. You will will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by (date) (must be at least 15 days after you are notified of this requirement).
4. You may elect to substitute accrued paid leave for unpaid leave. We will will not require that you substitute accrued paid leave for unpaid leave. If paid leave will be used the following conditions will apply: (*Explain*)
 - 5a. The public charter school is not required to maintain benefits while an employee is on leave unless otherwise provided for by Board policy; however, all benefits must be restored in full upon the employee's return to work.
 - 5b. If you choose to pay the premiums for your health insurance, these payments will continue during the period of leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (*Set forth dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.*)
 - 5c. If the public charter school pays any part of your share of health or other insurance benefits while on leave the public charter school may deduct up to 10 percent of your gross pay each pay period after your return to work until the amount is repaid.
 - 5d. You have a minimum 30-day (*or, indicate longer period, if applicable*) grace period in which to make premium payments. If payment is not timely made, your group health insurance may be cancelled, **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 leave as

provided by Board policy, 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.

- 5e. We will will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on 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 the payments made on your behalf.
- 5f. In the event you do not return to work for the public charter school after your leave and the public charter school has paid your share of benefit premiums, you are responsible for reimbursing the public charter school the amount paid on your behalf.
6. You will will not be required to present a fitness-for-duty certificate prior to being restored to employment following leave for your own serious health condition. If such certification is required but not received, your return to work may be delayed until the certification is provided.
7. While on leave, you will will not be required to furnish us with periodic reports every (*indicate interval of periodic reports, as appropriate for the particular leave situation*) of your status and intent to return to work. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on this form, you will will not be required to notify us at least two workdays prior to the date you intend to report for work.