

# How to Request Extended Medical Leave

## Steps to Request Extended Medical Leave Including FMLA

### Step 1

Employee and Supervisor should contact Jeri Burns, Benefits Coordinator  
Phone: 623-535-6021

- A thirty (30) day notice is required if leave is foreseeable. If thirty (30) day notice is not practicable, notice must be given as soon as realistic.

### Step 2

Employee should report leave in iVisions and AESOP. AESOP is required if certified or instructional aide requires a substitute.

- Employee should enter leave in iVisions whether or not leave time is available.
- If employee is receiving emergency care, leave can be reported in iVisions as soon as practical.

## FMLA Eligibility Requirements

- Must have worked for your employer for the last twelve (12) months.
- Must have worked for your employer for at least 1250 hours in the twelve (12) months before leave is taken.

## FMLA Qualifying Reasons

### ***Serious Health Condition***

You may take FMLA leave to care for your spouse, child or parent who has a serious health condition, or when you are unable to work because of your own serious health condition. The most common health conditions that qualify for FMLA leave are:

1. conditions requiring an overnight stay in a hospital or other medical care facility;
2. conditions that incapacitate you or your family member, for example, unable to work or attend school for more than three (3) consecutive days and require ongoing medical treatment; either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication;
3. chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
4. pregnancy, including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest.

### ***Military Leave***

Family Medical Leave also provides certain military family leave entitlements. You may take FMLA leave for specified reasons related to certain military deployments. Additionally, you may take up to

twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to care for a covered service member with a serious injury or illness.

### ***Other Reasons***

You may take FMLA leave for the birth of a child and to bond with the newborn child, or for the placement of a child for adoption or foster care and to bond with that child. Men and women have the same right to take FMLA leave to bond with their child but it must be taken within one year of the child's birth or placement and must be taken as continuous block of leave unless the employer agrees to allow intermittent leave (for example, a part-time schedule).

### ***Definitions***

***Parent*** - Parent means a biological, adopted, step or foster father or mother, or any other individual who stood *in loco parentis* to the employee when the employee was a child. This term does not include parents-in-law.

***Son or Daughter*** - Son or daughter (or child) means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self care because of a mental or physical disability" at the time that FMLA leave is to commence.

***Spouse*** - Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law marriage or same sex marriage.

***In Loco Parentis*** - A person stands *in loco parentis* if that person provides day-to-day care or financial support for a child. Employees with no biological or legal relationship to a child can stand *in loco parentis* to that child, and are entitled to FMLA leave. For example, an uncle who cares for his sister's children while she serves on active military duty, or a person who is co-parenting a child with his or her same-sex partner. Also, an eligible employee is entitled to FMLA leave to care for a person who stood *in loco parentis* to that employee when the employee was a child. (Administrator's Interpretation No. 2010-3 and Fact Sheets 28 B and C.)

### **[Link to Online Policy Book](#)**

To review a complete copy of the District's Leave of Absence policy, including leave under Family and Medical Leave Act (FMLA), please follow these steps:

1. After selecting the "Link to Online Policy Book" above, select Section G - Personnel
2. Then select District Policy GCCC - Professional/Support Staff Leaves of Absence without Pay