POLICY ON

FAMILY MEDICAL LEAVE

The Town will comply with the terms of the Federal Family Medical Leave Act. These terms include but are not limited to the following:

1. Under circumstances described below, employees will be eligible for up to 12 weeks of paid or unpaid family and medical leave in a twelve-month period. Pursuant to Federal Law, employees may choose, or employers may require the employee to use, accrued paid leave to cover some or all of the FMLA time taken. In addition, employees may choose, or employers may require, the substitution of accrued paid vacation or personal leave for any of the situations covered by FMLA.

2. Events which qualify employees for such unpaid leave are:

   - Birth or adoption of a child or placement of a child in the employee's home for foster care.
   - A serious health condition, as defined by FMLA, of the employee, employee's spouse, employee's parent or child.

3. To qualify for FMLA leave, employees requesting such leave must explain the reason for the leave in writing to the Personnel Department so that the Town can determine if FMLA qualified leave will be granted.

4. The Town may require medical certification to document the reason for the leave, where provided by law.

5. The Town will notify the employee in writing before the leave begins that the leave has been designated as FMLA leave and will be deducted from the allowable maximum.

6. During the period of FMLA-qualified leave, the employee shall retain medical benefits at the same level as before the leave. The Town will continue to pay the premium as before the leave. The employee shall make premium share contributions for health insurance directly to the Town when on unpaid leave.

7. Employee may be required to provide a "fitness for duty" certification upon return to work.