



Kutztown Area School District

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CHRISTIAN T. TEMCHATIN, SUPERINTENDENT
STEVEN A. LEEVER, Ed.D., ASSISTANT SUPERINTENDENT
DAVID J. MILLER, BUSINESS ADMINISTRATOR

Request for Child-Rearing/Family Medical Leave

Dear _____ Date: _____

As a follow-up to your official written request for child-rearing and/or family medical leave (FMLA), please complete the following questions regarding your planned absence. After you return this signed form to the Superintendent's office, your request will be acted upon at the next school board meeting. For your information, contract language and other notations are listed on the next page.

If you have any questions, please call the Human Resources office at 610-683-7361.

Employee Name/ID #: _____ **Building/Dept:** _____

Anticipated Procedure Date or Due Date (Arrival/Adoption Completion Date): _____
(Upon advice of physician/adoption agency.)

You currently have _____ sick days. *How many of these days do you wish to use, if any, before your unpaid child-rearing/FMLA leave begins? _____. (**Sick days are to be used by child-bearer only and must be approved by physician.**)

You currently have _____ vacation days, and/or _____ personal days. *How many of these days do you wish to use, if any, before your unpaid child-rearing/FMLA leave begins? _____.

Please Note: The above numbers of days are as of _____. If you use any of these days prior to your last working day, balances must be adjusted accordingly.

I am requesting: _____ Child-rearing leave only _____ FMLA leave only (up to 12 weeks) _____ Both

Unless my child-rearing/FMLA leave date changes due to unforeseen circumstances (or legal, or other issues), my paid leave will begin _____ (planned first day out) and my unpaid leave will begin _____ (day after the requested paid sick and vacation/personal days have been used).

My Anticipated Return Date Is: _____. If unforeseen circumstances cause me to alter this date, I shall inform the district when I know such a change will be necessary.

Employee's Signature: _____ Date: _____

Office Use Only:

Board Approval Date: _____ Dates of Leave: _____

Last date of Compensation: _____ End date of child-rearing/FMLA Leave: _____

Disability Claim form sent on: _____ returned on: _____

Please note:

- * Sick days and personal days are posted at the beginning of the school year before they are accrued. They do not accrue during unpaid leaves. If needed, adjustments will be made at the beginning of the following school year.
- ** All sick days must be used in order to file a disability claim with our current carrier. A doctor's note is required to use sick days. If you choose to exhaust your sick days, a disability claim form will be sent to you.
- *** Support Staff: please see page 14 in the Handbook for Classified Employees for information on FMLA/Unpaid Leave Absences

**Per Kutztown Area School District / Kutztown Area Teachers' Association Agreement
dated July 1, 2019 to June 30, 2022**

Section VII - Leaves of Absence

E. Child Rearing Leave.

1. *All child rearing employees and all adopting employees who wish to continue employment following a period of absence taken for the purpose of rearing their child, shall be granted a child rearing leave of absence without pay in accordance with all applicable state and federal laws and/or rules and regulations.*
2. *An Employee who wishes a child rearing leave of absence without pay must submit notification for such leave, in writing, to the office of the District Superintendent not later than forty-five (45) days prior to the proposed effective date of the child rearing leave. The written notification for child rearing leave shall specify the anticipated beginning and ending date of the leave.*
3. *Unless otherwise approved by the District Superintendent, all child-rearing leaves shall be for at least one student marking period of a school year and shall terminate effective with the beginning of the marking periods as established by the District calendar for the school year involved.*
4. *The maximum length of the leave shall be the equivalent of one school year. The maximum length of the leave may be waived by written approval of the District Superintendent in the event of extenuating circumstances that the Superintendent, in his/her sole discretion, deems sufficient.*
5. *An Employee who has been granted a child rearing leave of absence and who wishes to terminate the leave prior to the approved termination date may request approval of an earlier termination date. A written request for an early termination of an approved child rearing leave must be made to the office of the District Superintendent at least thirty (30) days prior to the new termination date being requested.*
6. *An Employee who has been granted a child rearing leave of less than one school year shall have the leave extended if the request is made in writing to the office of the District Superintendent at least forty-five (45) days prior to the termination of the original leave. Approval of a request for an extension of a child rearing leave of less than one school year made less than forty-five (45) days prior to the termination of the original leave is at the discretion of Superintendent.*
7. *The right to be reinstated to the position held prior to the leave is subject to the Employee's and the District's rights under the School Code.*
8. *An employee granted a child rearing leave may be allowed to remain a member of the District group insurance plans during the leave at their own expense, subject to approval of the carrier(s), if he/she requests that they be allowed to remain a member of the plans prior to the beginning of the child rearing leave. Because the District pays premiums one month in advance, the Employee must submit monthly premium payments to the Business Office at least one month in advance of the date that each premium payment is due.*
9. *In order to qualify hereunder, the child shall not be more than six (6) years of age at the time of the request referred to in Clause 1 hereof. For an adopted child older than six (6) years of age, the child rearing leave shall be granted provided that the request for child-rearing leave be made within one (1) year of the date of final adoption.*