

1205: Family and Medical Leave Policy

I. Purpose:

- a. Providence Creek Academy Charter School adheres to the Family and Medical Leave Act (FMLA) as defined by the State of Delaware for all employees. Employees must return for 5 working days in order to be eligible for continued payment by the school for the State share of their health benefits. Strict adherence to this policy will be followed as outlined in the State of Delaware Policy.

II. Policy Statement:

- a. In accordance with Delaware FMLA, to be eligible for FMLA leave, employees must have one year of aggregate State service and have worked for at least 1,250 hours during the prior 12 months.
- b. For employees eligible for FMLA, they may take –
 - i. Up to 12 workweeks for FMLA leave for serious health conditions of themselves or specified family members, including “Qualifying Exigency Leave”.
 - ii. Up to 26 workweeks Military Caregiver Leave to care for a qualified military family member and qualified veteran.
- c. FMLA will be granted to employees who qualify under the State of Delaware FMLA guidelines.

III. Responsibility:

- a. It is the responsibility of employees to request FMLA when they are eligible. PCA is responsible for adhering to the State of Delaware FMLA guidelines for employee eligibility and provisions.

IV. Related Policies:

V. Related Procedures and Documents:

- a. Delaware Family and Medical Leave Act (FMLA):
<https://dhr.delaware.gov/labor/fmla/index.shtml>

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS SETEMBER 19, 2007

REVISED BY THE BOARD OF DIRECTORS DECEMBER 17, 2008

REVISION APPROVED BY THE BOARD OF DIRECTORS SEPTEMBER 25, 2023