



FAMILY AND MEDICAL LEAVE (FMLA) POLICY

Purpose

Bonneville Academy complies with the federal Family and Medical Leave Act (FMLA), applicable Utah state laws, and Utah State Board of Education (USBE) standards to ensure eligible employees receive protected leave for qualified family and medical reasons. This policy outlines eligibility criteria, types of leave, paid leave options, and the responsibilities of both the school and its employees under FMLA.

Eligibility

An employee is eligible for FMLA leave if all the following conditions are met:

- The school employs 50 or more employees within a 75-mile radius, or is affiliated with a qualifying entity such as a PEO.
- The employee has worked for Bonneville Academy for at least 12 months (not necessarily consecutive).
- The employee has worked at least 1,250 hours during the 12-month period immediately preceding the leave.

Qualifying Reasons for Leave

Eligible employees may request FMLA leave for the following reasons:

- Birth of a child and to care for the newborn.
- Placement of a child for adoption or foster care.
- To care for the employee's spouse, child, or parent with a serious health condition.
- The employee's own serious health condition that prevents them from performing essential job duties.
- Qualifying exigencies related to a family member's active duty in the military.

Leave Entitlement

Eligible employees may take up to 12 workweeks of job-protected leave in a 12-month period, measured forward from the first date of FMLA usage. For birth, adoption, or foster care, leave must be used within 12 months of the event.

If both spouses are employed by Bonneville Academy, they may be entitled to a combined total of 12 weeks of leave for birth/adoption/foster care or to care for a parent.





Paid Leave Provision for Certified Educators

Pursuant to recent updates under Utah state law and guidance from the Utah State Board of Education, full-time licensed educators, including classroom teachers, are now entitled to a limited amount of ****paid leave**** under FMLA for qualifying birth or adoption events.

Bonneville Academy will provide up to ****6 weeks of paid leave**** for full-time certified educators following the birth or adoption of a child. This paid leave is concurrent with FMLA and does not extend the 12-week maximum leave period. Additional unpaid or PTO-covered leave may be requested in accordance with FMLA and school policy.

Medical Certification and Notice Requirements

Employees must provide 30 days' advance notice of the need for FMLA leave when foreseeable. In emergency situations, notice must be given as soon as practicable. Medical certification may be required to support leave for a serious health condition affecting the employee or a covered family member. The school may require recertification in accordance with FMLA regulations.

Employee Benefits During Leave

Employees on FMLA leave will maintain group health benefits under the same terms as if they were actively working. Employees must continue to pay their portion of any premiums, and arrangements should be made with the Business Office if leave is unpaid.

Job Reinstatement

Upon return from FMLA leave, employees will be reinstated to their original or an equivalent position with the same pay, benefits, and conditions. Reinstatement may be denied in circumstances permitted under the FMLA, such as layoffs or job eliminations unrelated to leave.

Non-Retaliation

Bonneville Academy strictly prohibits retaliation against any employee who requests or takes FMLA leave, or who participates in an FMLA-related investigation or proceeding.

