

Eligible Employees Are Entitled To
FAMILY LEAVE
Up to 12 Weeks With or Without Pay
As Provided By
McIntosh Trail CSB Policy 3204
State Personnel Board Rule 23
O.C.G.A. 45-24-1, et.seq.
Family and Medical Leave Act of 1993, 29 usc 2601

McIntosh Trail CSB is required to provide up to 12 weeks of paid/unpaid, job protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for McIntosh Trail CSB for at least one year, and for 1,250 hours over the previous 12 months.

REASON FOR TAKING LEAVE

- ! Paid/Unpaid leave must be granted for any of the following reasons:
- ! to care for a child after birth, or placement for adoption or foster care;
- ! to care for a spouse, daughter, son, parent or spouse=s parent, who has a serious health condition; or
- ! for a serious health condition that makes you unable to perform your job.

JOB BENEFITS AND PROTECTION

- ! For the duration of family leave, your health coverage will be maintained at the employee rate.
- ! Upon return from family leave you will be restored to your original or equivalent position with equal pay, benefits, and other employment terms.
- ! The use of family leave cannot result in the loss of any employment benefits that accrued prior to the start of family leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

You will be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- ! You must provide reasonable advance notice when the leave is foreseeable.
- ! Medical certification is required to support a request for leave because of a serious health condition, and second or third opinions may be required (at the employer=s expense) and a fitness for duty report to return to work may be required.

UNLAWFUL ACTS BY MANAGERS

It is unlawful for any manager to:

- ! interfere with, restrain, or deny the exercise of any right provided under family leave;
- ! discharge or discriminate against any person for opposing any practice made unlawful by family leave laws or for involvement in any proceeding under or relating to family leave.

FOR ADDITIONAL INFORMATION

Contact Personnel Manager, at 770-358-8264.

APPEALS

**Eligible Employees May Appeal
The Denial of Family Leave to:**

**EXECUTIVE DIRECTOR
MCINTOSH TRAIL CSB
1501-A KALAMAZOO DRIVE
GRIFFIN, GA 30224
770-229-3069**

APPEALS MUST BE FILED IN WRITING IN ACCORDANCE WITH FIXED TIME LIMIT

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations, or an eligible employee may bring a civil action against an employer for violations.

AN EQUAL OPPORTUNITY EMPLOYER