

## ST. CROIX CENTRAL SCHOOL DISTRICT

### INFORMATIONAL MEMO

RE: REQUESTING MEDICAL LEAVE AND/OR WORK ACCOMMODATION  
TO: All Employees

**BACKGROUND:** In response to the COVID-19 pandemic, an employee may have concerns about returning to work in a school setting. The purpose of this document is to outline the general requirements associated with requesting medical leave based on a medical provider's recommendation or a work accommodation based on the Americans with Disabilities Act (ADA). The policies and procedures described below are designed to help increase understanding of these options. Each employee is encouraged to contact Elaine Starck (715-796-4500 ext. 3370) or their direct supervisor if they have specific questions related to a leave or work accommodation request.

### REQUEST MEDICAL LEAVE (FMLA) BASED ON A MEDICAL PROVIDER'S RECOMMENDATION

Eligible employees have protected leave for up to 12 weeks in a 12-month period ([Employee Handbook Section 2 – Employment Law, 2.05 Family and Medical Leave p. 18](#)) for reasons including, but not limited to serious health conditions ([Serious Health Condition Definition](#)). At the end of the protected leave, the employee will be reinstated to the same or similar position. During a medical leave, the employee can use paid leave until it is exhausted. Once the paid leave runs out, any additional time-off will be unpaid. We anticipate that due to the COVID-19 pandemic some employees may have health conditions that they are concerned about. If your medical provider recommends that you should not return to work because of a serious health condition, then you will have access to FMLA. In addition, the Families First Coronavirus Response Act (FFCRA), makes available paid sick leave to employees if the leave is associated with the following six specified reasons related to COVID-19 ([FFCRA](#)). The paid sick leave and expanded FMLA available under the FFCRA apply from the Act's effective date through December 31, 2020.

An eligible employee may also request FMLA to care for a dependent's serious health condition. If the dependent's health care provider has advised the dependent to self-quarantine due to their health condition, then the employee is entitled to the increased paid sick leave outlined in the FFCRA.

An eligible employee may also request an Unpaid Leave of Absence – For Other Than Medical and Child Rearing Reasons. ([Employee Handbook Section 14 – Unpaid Leaves of Absence, 14.03 Unpaid Leave of Absence – For Other than Medical and Child Rearing Reasons p. 53](#)) The application procedure includes all requests for other unpaid leaves of absence, other than emergencies, must be submitted to the District at least forty-five (45) days prior to the anticipated beginning of the leave. Such applications will be reviewed and processed by the

Superintendent and shall be granted or denied in his/her sole discretion. The unpaid leave of absence shall not exceed one (1) calendar year.

In all instances, an employee requesting medical leave must first complete the Request for Family or Medical Leave Form and then meet with Elaine Starck to determine eligibility, to provide required medical provider's certifications, and to coordinate the tentative length of the leave.

Upon completion of the medical leave, the employee will be reinstated to the same or similar position.

### **REQUEST WORK ACCOMMODATION BASED ON AMERICANS WITH DISABILITIES ACT**

Title 1 of the Americans with Disabilities Act (ADA) requires that St. Croix Central School District provide reasonable accommodations to qualified employees with disabilities unless doing so would cause undue hardship. In relation to COVID-19, an employee with an ongoing serious health condition may request an accommodation. The nature of each job assignment is different and, therefore, each accommodation request will be handled on a case-by-case basis. The first step is an information interactive process between the employee requesting the accommodation and their direct supervisor to determine the specifics of the request.

If an informal accommodation can't be agreed upon, the employee is required to provide documentation of the disability and the specific accommodation request. This documentation should come from an appropriate health care professional. Once the employee provides the documentation and specific accommodation request, the district will analyze the request to determine if it is reasonable and doesn't cause undue hardship. The accommodation will be implemented if it doesn't cause undue hardship. The accommodation will not be implemented if it does cause undue hardship.

### **RETURN TO WORK GUIDELINES**

All employees returning to work are required to follow the guidelines (yet to be determined). We will continue to follow CDC and State health guidelines. If you have a medical condition or disability that prevents you from following one or more work guideline, please follow the steps in the paragraph above: **REQUEST WORK ACCOMMODATION BASED ON AMERICANS WITH DISABILITIES ACT** to request a work accommodation.