

ATTACHMENT G
FAMILY AND MEDICAL LEAVE

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FAMILY AND MEDICAL LEAVE (INCLUDING SHORT-TERM LEAVE)

The Town of Williston provides leave to eligible employees as mandated under the Vermont Parental and Family Leave Law.

1. Eligibility.

If you have been continuously employed by the Town of Williston for 12 consecutive months or more and have worked one thousand two hundred and fifty (1,250) or more hours during that time, you may be entitled to up to 12 weeks of unpaid family and medical leave in a twelve month period. This leave may be taken to care for your child, after birth or adoption, for your own serious illness if it prevents you from working, or to care for seriously ill members of your immediate family (spouse, child, parent, or parent-in-law). Additional unpaid leave, relating to any of these situations, may be granted, at the sole discretion of the Town of Williston. Please consult with the Town Manager in the event that such additional leave may be necessary.

2. Eligible Events

2.1. Covered Health Conditions.

A serious illness covered by this policy means an accident, disease or physical or mental condition that: (1) poses imminent danger of death; (2) requires inpatient care in a hospital; or (3) requires continuing in-home care under the direction of a physician.

In dealing with the illness of an employee or family member, family and medical leave does not apply to brief illnesses that do not involve ongoing treatment by a physician or health care provider.

2.2. Parental Leave

Parental Leave may be taken for the birth of an employee's child, the initial placement of a child 16 years of age or younger for adoption or foster care.

3. Procedure for Taking Parental or Family Leave

3.1. Notice and Medical Certification Requirements.

You must request the leave in writing within a reasonable period of time prior to taking the leave, except in the case of a medical emergency, and provide medical certification to support your leave request.

You may also be required to provide medical information during the leave, along with periodic updates on your status and intent to return to work. If your leave was requested because of your own serious illness, you will be required to provide medical certification of your ability to resume work.

3.2. *Substitution of Paid Leave.*

Parental and Family leave is generally unpaid. However, you may substitute any paid leave available to you under Town of Williston policy (such as sick leave, vacation, or worker's compensation leave), up to six weeks worth, instead of taking this leave on an unpaid basis. You may take additional paid leave that you have accrued consistent with that leave's policy and the approval of the Town Manager, at his/her sole discretion.

3.3. *Employee Benefits.*

Employees retain all previously accrued benefits while on leave. Employees requesting leave are responsible for paying their portion of their health insurance premium they are normally required to pay, if any, during the period of the leave.

3.4. *Reinstatement.*

When you return from family or medical leave, you will be restored to the same or an equivalent position, unless (a) you would have been laid off or your employment with the Town of Williston would have terminated if no leave had been taken, (b) you have given notice of your intent to terminate your employment during your family or medical leave, or (c) you, with or without reasonable accommodations, cannot safely perform the essential functions of the job to which you may be restored.

3.5. *Short-Term Leave*

Eligible employees may take unpaid short-term leave not to exceed four hours in any 30-day period, and not to exceed 24 hours in any 12 month period for certain family and health reasons. These reasons include participating in activities such as school events with your children or bringing a family member to a professional appointment (like to a dentist or a physician).

Such leave must be taken in a minimum of two-hour segments, and unless it is an emergency, you are required to provide your supervisor with a minimum of seven days' notice. Such notice is necessary to make sure that staffing is adequate to meet our responsibilities to Town citizens. With regard to medical appointments for yourself and for members of your family, you must make a reasonable attempt to schedule such appointments outside of your regular work hours. To the extent that this is not possible, you may use your short-term leave, as provided in this section.