

North Reading Public Schools

Leave of Absence Reference Chart

Description of Request Example	Type of Leave	Length of Leave	Paid Number of Days	Comments
Birth of a child. (Maternity Leave)	MPLA FMLA	8 weeks/40 days under MPLA once the child is born. An additional 4 weeks/20 days under FMLA may be requested/granted if the FMLA days are still available, allowing for up to 12 weeks/60 days.	Up to 10 days with available sick leave. Additional days paid with available sick leave with appropriate medical documentation that speaks to the time of documented recovery and/or disability.	FMLA days will start being subtracted as soon as the mother's leave begins. For example, if the member begins leave 5 days before the birth of the child, they would have a total of 55 days available after the birth of the child. See Article XIV.K of the CBA. Further discussed in sections GBRIG (pg. 45) and GBRIG-E (pg. 49) of SCPM.
Caring for a newborn. (Non-Medical Leave)	MPLA FMLA	Up to 8 Weeks/40 Days under MPLA. FMLA allows an additional 4 weeks for a total of 60 days.	Up to 10 days with available sick leave. Unpaid for additional days, up to 50, with FMLA.	Further discussed in sections GBRIG (pg. 45) and GBRIG-E (pg. 49) of SCPM.
Adopting or Fostering a child.	MPLA FMLA	8 weeks/40 days under MPLA, once the child is adopted/fostered. An additional 4 weeks/20 days under FMLA may be requested/granted if FMLA days are still available, allowing for up to 12 weeks/60 days.	Up to 10 days with available sick leave. Unpaid for additional days, up to 50, with FMLA.	Paid days granted if accrued sick time is available and appropriate medical documentation is provided. Further discussed in section GBRIG (pg. 45) of SCPM.
Child-Rearing, full-year and long-term.	Full-year: Article XIV.D of the CBA Long-term: FMLA	Full-year: Up to 2 years, taken in one-year increments, under Article XIV.D for teachers with TPS. Long-term: 12 weeks/60 days under FMLA, if FMLA days are still available, for the care of and bonding with a newborn for up to one year after the birth or adopting/fostering.	None.	Article XIV.J of the CBA specifies deadlines for communication between the member and the district regarding leave extension/termination.

May 2020

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Health condition impacting spouse, child, parent, for which employee is needed to provide care, full-year and long-term.	Full-year: Article XIV.E of the CBA Long-term: FMLA	Full-year: Up to one year Long-term: 12 weeks/60 Days	Up to 10 days with available sick leave as noted: Article XI B. 5 paid days for illness of a family member. Article XIII B. 5 paid days for documented critical illness of a family member.	Further discussed in section GBRIG (pg. 45) of SCPM.
Serious personal injury and/or illness causing the employee not to be able to perform their job.	FMLA	12 weeks/60 Days	Up to 60 days with available sick leave. Medical documentation must be provided.	If the member is unable to return, they could apply for leave under Article XIV.F/G of the CBA. Available sick time beyond the 60 days may be applied based on medical documentation provided. Further discussed in section GBRIG (pg. 45) of SCPM.
Extended leave of absence to recover from personal illness, supported by medical evidence, where the illness extends beyond the period of time compensated.	Article XIV.F of the CBA	Up to one year after 5 years of employment.	None.	

Clarifications

- You **must** have been employed for **at least one year** to utilize FMLA.
- You have 12 weeks/60 days of **total** FMLA time available per 12 month period. That time may be used intermittently.

Abbreviations

- CBA = North Reading Public Schools Collective Bargaining Agreement--i.e., *your contract*
- FMLA = The Family and Medical Leave Act of 1993, **allowing up to 12 weeks of leave during a 12 month period.**
- MPLA = MA Parental Leave Act (*formerly known as MA Maternity Leave Act*)
- SCPM = School Committee Policy Manual