

**ARTICLE 50**  
**FAMILY CARE AND SCHOOL PARTICIPATION BENEFITS**

**Section A. Parental Leave.**

Upon written request an employee who has completed 1,040 hours of satisfactory service shall, after the birth of his/her child or adoption of a child, be granted parental leave for up to six (6) months. Additionally, upon request and in accordance with FMLA, an employee may be granted FMLA leave for up to twelve (12) work weeks for the foster care placement of a child. An employee's entitlement to parental leave will expire and must conclude within twelve (12) months after the birth, adoption, or foster care placement of a child. Up to twelve (12) work weeks of unpaid parental leave may count towards an eligible employee's FMLA leave entitlement. In those instances where both spouses are covered by this provision, such leaves may be taken either concurrently or consecutively. The Employer may grant an extension of such leave upon the request of the employee, based on operational needs of the Employer. An employee may request to use accrued annual or personal leave to substitute for all or any of unpaid parental leave in accordance with Article 39, Section G. The Employer shall consider requests for annual leave immediately prior or subsequent to parental leaves in the same manner as requests for annual leave at other times.

Except where the employee's parental leave is designated as a qualifying purpose under FMLA, upon the employee's return from leave the Employer will reimburse the employee for the Employer's share of group insurance premiums for two (2) pay periods. Intermittent or reduced work schedules may only be taken with the Employer's approval where the employee requests such work schedule under the FMLA and in accordance with Article 13.

**Section B. Family Care Leave.**

**1. Eligibility.**

After the completion of 1,040 hours of satisfactory service an employee, upon depletion of accrued sick leave and upon written employee request and in accordance with this Section, will be granted once during his/her employment an unpaid leave of absence including necessary extensions for a period not to exceed three (3) months to care for the employee's seriously ill or seriously injured spouse, child, parent or grandchild who is dependent on the employee for care and support.

A leave for up to thirty (30) calendar days shall be granted upon request. Subsequent extensions, not to exceed sixty (60) calendar days, may be granted at the discretion of the Employer.

The Employer shall consider the medical certification provided, its operational needs, the employee's length of service, performance record and leave of absence history in reviewing requests. Intermittent or reduced work schedules requested under the FMLA may be approved upon request and when medically necessary. An employee may request to use accrued annual or personal leave to substitute for all or any part of unpaid family care leave in accordance with Article 39, Section G.

## 2. Request Approval.

Any request for a leave of absence under this Section shall be submitted in writing by the employee to the employee's immediate supervisor or Human Resource Office at least thirty (30) calendar days in advance of the proposed commencement of the leave, except under emergency circumstances. The request shall specify the period of time being requested.

The request shall be accompanied by a physician's statement which sets forth the diagnosis and prognosis of the aforementioned family member and an explanation of the necessity for the employee to provide the care.

Requests shall be answered without undue delay and within fifteen (15) working days.

### **Section C. Return From Leave of Absence.**

An employee's return from an approved leave of absence under Sections A. and B. of this Article shall be governed by Article 16, Section D.

### **Section D. School and Community Participation Leave.**

1. Intent. The parties recognize the positive role parental and other adult involvement in school and community activities plays in promoting school and community success.

The parties intend by this Section to foster employee involvement in school sponsored activities and community programs in the State of Michigan or the employee's state/province of residence.

2. Leave Credits. Permanent and limited term employees who have completed 1,040 hours of satisfactory service shall annually receive eight (8) hours of paid school and community participation leave to be used in accordance with normal requirements for annual leave usage. Such leave may be utilized in increments of one (1) hour if requested.

Employees may use the leave to participate in any school sponsored activity including, but not limited to, tutoring, field trips, classroom programs, school committees, including preschool programs, assisting with athletic or music programs, theater, and school clubs and in accordance with any applicable collective bargaining agreements governing the program.

The leave may also be used for active participation in any structured secular community activity sponsored by a governmental agency, or a non-profit community organization or agency, and not for mere attendance at community events. Employees may use the leave to participate in community activities such as serving as a volunteer docent for the State of Michigan museum, coaching or umpiring in community sponsored youth athletic leagues, making deliveries for meals on wheels, serving as a volunteer with the American Red Cross, and work for Habitat for Humanity.

The use of the leave is intended for active participation in school and community programs and not for mere attendance at such activities or for personal athletic or recreational activities.

Employees shall be permitted to use annual leave and other leave credits to participate in such programs. Additionally, in accordance with this Agreement and to the extent that operational considerations permit, an employee may with supervisory approval adjust his/her work schedule to allow attendance or participation in school and community activities while working the regular number of work hours.

To request school and community participation leave employees shall complete a form provided by the Employer.

School and community participation leave shall be credited to employees on each October 1 and shall not carry forward beyond the fiscal year.