



## **Special Notice for Employees Who Have Applied for Sick Leave Bank Benefits**

Attached is a letter notifying you of rights you have under the Family and Medical Leave Act (FMLA) for unpaid FMLA Leave. This notification is required under Federal Law because you have informed the District that you have a serious health condition that will require absence from work. The rights and conditions described in the letter will apply even if you are not approved for paid leave under the Sick Leave Bank. It is possible for an employee to be granted FMLA leave, but not be granted paid leave under the Sick Leave Bank.

If you are granted paid leave under the Sick Leave Bank, this paid leave will run concurrently (at the same time) as FMLA Leave, and the provisions of the Sick Leave Bank will take precedence over unpaid FMLA Leave for the period of Sick Leave Bank withdrawal. This gives you two important benefits:

- leave approved under the Sick Leave Bank will be paid, and
- you will not be required to reimburse the District for any insurance premiums paid while on leave under the Sick Leave Bank, even if do not return to work following the approved leave. If you have been granted leave from the Sick Leave Bank, the statements in the attached letter regarding repayment of District-paid premiums may be disregarded for the time of Sick Leave Bank withdrawal only.

If you have any questions concerning this procedure, please call Kellie Petry, Benefits Manager, 813-794-2748.