

**BALDWINSVILLE PUBLIC LIBRARY**  
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**FAMILY AND MEDICAL LEAVE ACT**

The Baldwinsville Public Library, in accordance with the Family and Medical Leave Act of 1993 (as amended) (FMLA), gives eligible employees of the Library the right to take unpaid leave for a period of up to twelve weeks in a twelve-month period.

This twelve-month period will be measured backward from the date of any FMLA leave usage. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

The entitlement to leave for the birth or placement of a child shall expire at the end of the twelve-month period beginning on the date of the child's birth or placement.

Employees are eligible if they have been employed by the Baldwinsville Public Library for at least twelve months and for at least 1,250 hours of service during the previous twelve-month period. However, a break in employment for military service should not interrupt the twelve-month/1,250 hours of employment requirement and should be counted toward fulfilling this prerequisite. The law covers both full-time and part-time employees.

Qualified Employees may be granted leave for one or more of these reasons:

- A) Birth of a child and care for the child
- B) Adoption of a child and care for the child
- C) Placement of a child with the employee from foster care
- D) To care for a spouse, minor child, or parent who has a serious health condition as defined by the FMLA
- E) To care for an adult child who is incapable of self-care due to a disability (regardless of date of the onset of disability) and has a "serious health condition" as defined by FMLA
- F. A "serious health condition" of the employee, as defined by FMLA, that prevents the employee from performing his/her job

Definition of Serious Health Condition

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider that renders the person incapacitated for more than three (3) consecutive calendar days.

The first visit to a health care provider by an employee claiming a "serious health condition" under FMLA must occur within seven days of the incapacitating event with a second visit required occurring within thirty days of the incapacitating event.

In order for the employee to claim continuous treatment under FMLA for a chronic serious health condition, the condition must require a minimum of two visits per year to a health

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provider, continue over an extended period of time, and may cause episodic rather than a continuing period of incapacity.

A “serious health condition” is also defined as any period of incapacity related to pregnancy or for prenatal care.

Substitution of Paid Leave

At the Library Board’s discretion, certain kinds of paid leaves may be substituted for unpaid leave.

Adopted November 14, 2016  
Baldwinsville Public Library  
Board of Trustees