

REPORT OF FMLA LEAVE OF ABSENCE – Information Only

The following are upcoming leaves of absence approved under FMLA, the NBEA Collective Bargaining Agreement and/or New Berlin CUSD #16 Policy and Procedure:

Brown, Jamie – Initial Request – FMLA Leave

Using up to 25.50 Sick Leave Days, 3.0 Personal Days, and 26.50 Unpaid Days
Beginning on or around November 24, 2025 through March 2, 2026

Maxson, Stacey – Initial Request – FMLA Leave

Using up to 58 Sick Leave Days, 0.0 Personal Days, and 0.0 Unpaid Days
Beginning on or around January 5, 2026 through April 6, 2026

ADDITIONAL INFORMATION

Under FMLA, employees are entitled to 12 weeks of job-protected leave for qualifying events, so long as, said employee has worked for the employer for at least one year; said employee has worked 1,250 hours in the previous 12 months; and that they work at a location with at least 50 employees within a 75-mile radius.

Under the Collective Bargaining Agreement, Leave of Absence Requests follow the below stated requirements:

5.5 Leave of Absence

Leaves of absence may be granted without pay to tenured teachers who desire to return to employment in a similar capacity upon termination of said leave. Said leave shall not be counted as teaching experience on the salary schedule. A letter of intent to return from a leave of absence must be filed with the Superintendent thirty (30) days prior to the end of said leave. A failure to provide said notification will be considered as having terminated contractual service.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave consistent with a reasonable continuity of instruction for students. Leaves of absence without pay shall normally be for no more than one (1) year; however, under special conditions, e.g. a 2 year graduate program, tenured teachers granted leave may apply for an extension not to exceed one (1) additional year. Leaves shall be granted to tenured teachers according to the following condition.

- A. Written requests for leaves of absence should be made at least two months before the leave is desired. This includes requests before and during the school year. Requests are subject to board approval.

If the leave is for the first/fall semester only, the employee shall notify the Superintendent with written notice by November 15 of the employee's intention to return to a teaching position for the second/spring semester.

If the leave is for the entire year, the employee shall notify the Superintendent with written notice by March 15 of the employee's intention to return to a teaching position for the following August.

- B. If acceptable to the Superintendent the dates that the leave shall begin and end shall be put in writing and presented to the Board.

- C. Leaves of less than (1) month, if acceptable to and approved by the Board, will not require one (1) month notice.

- D. Leave may be granted for:

1. advanced study leading to a degree in an approved university;
2. educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
3. military service;
4. child care; maternity; paternity; adoption; foster care;
5. other reasons acceptable to the Board.