



YOUR RIGHTS UNDER THE FOND DU LAC FAMILY MEDICAL LEAVE POLICY



Fond du Lac Family Medical Leave (FDL-FML) Policy provides up to 12 weeks of unpaid, job-protected leave to eligible employees of the Fond du Lac Band for certain defined family and medical reasons. Employees are eligible if they have worked for the Band for at least one year, and for 1,250 hours over the previous 12 months. The FDL-FML Policy permits employees to take leave on an intermittent basis or to work on a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave will be granted for *any* of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition the makes the employee unable to perform the employee's job.

An employee's accrued paid leave (sick, vacation, personal) will be applied towards the employee's FDL-FML leave.

Advance Notice and Medical Certification:

The employee is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second and third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- The employee's coverage under the FDL Medical Benefit Plan will be maintained for the duration of the FDL-FML leave.
- Upon return from FDL-FML leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
The use of FDL-FML leave will not result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Interference With Rights:

Under the FDL-FML Policy it is impermissible for any person to:

- interfere with, restrain, or deny the exercise of any right provided under FDL-FML; discharge or discriminate against any person for opposing any practice made unlawful by FDL-FML or the involvement in any proceeding under or relating to FDL-FML.

For Additional Information:

FDL-FML is published at www.fdlrez.com. Click on staff benefits.

Additional questions may be referred to the Payroll Services Division **Amanda Hansen** at (218) 878-2622