

CHILDREN’S TRUST OF ALACHUA COUNTY

RESOLUTION 2025-14

ADOPTION OF CHANGES TO THE EMPLOYEE HANDBOOK –  
FAMILY AND MEDICAL LEAVE ACT (FMLA)

**WHEREAS**, the Children’s Trust of Alachua County Adopted an Employee Handbook through Resolution 2020-08; and

**WHEREAS**, the Children’s Trust of Alachua County desires to make changes to the Employee Handbook;

**NOW THEREFORE**, be it ordained by the Board of the Children’s Trust of Alachua County, in the State of Florida, as follows:

AMENDMENT

4.60 “Family and Medical Leave Act (FMLA)” of the Children’s Trust of Alachua County Employee Handbook is hereby amended as follows:

Rationale: A sentence is being revised to ensure compliance with federal guidance and to clarify the organization's policy regarding reimbursement for employer-paid health insurance during unpaid leave.

~~G. Employee Status and Benefits During Leave. Children’s Trust of Alachua County will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by Finance by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The company will provide 15 days' notification prior to the employee's loss of coverage. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period. If the employee contributes to a life insurance or disability plan, the company will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the company may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the company will discontinue coverage during the~~

~~leave. If the company maintains coverage, the company may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.~~

#### 4.60 FAMILY AND MEDICAL LEAVE ACT (FMLA)

- Employee Status and Benefits During Leave.
  - Children's Trust of Alachua County will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.
  - While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums.
  - While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by Finance by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The company will provide 15 days' notification prior to the employee's loss of coverage.
  - If the employee voluntarily fails to return to work after the approved leave has expired, the employee will be required to reimburse CTAC for its portion of all of the group insurance premiums paid on the employee's and the employee's dependent's behalf during the unpaid portion of the leave.
  - The employee will not be required to reimburse CTAC if the failure to return to work after the approved leave has expired is due to:
    - A continuation, recurrence, or onset of a serious health condition,
    - A decision to be a stay-at-home parent after the birth of a child, or
    - Other circumstances beyond the employee's control (e.g. natural disaster, public health emergency, inability to secure childcare or eldercare, no longer medically cleared to drive, relocation due to spouse job transfer).
  - If the employee contributes to a life insurance or disability plan, the company will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the company may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the company will discontinue coverage during the leave. If the company maintains coverage, the company may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 22<sup>ND</sup> day of September 2025.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>NOT VOTING</b>
Ken Cornell	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Mary Chance	_____	_____	_____	_____
Hon. Susanne Wilson Bullard	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Kamela Patton	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Ken Cornell, Chair  
Children’s Trust of Alachua County

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Marsha Kiner, Secretary  
Children’s Trust of Alachua County