



Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
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Authority

The Board shall provide eligible administrative, professional and classified employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA. [1][2]

Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.

Delegation of Responsibility

The Superintendent, or his designee, ~~may~~ shall develop administrative regulations to implement FMLA leave for eligible employees.

The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint. [3]

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing to the Human Resources Director.

Guidelines

Employees' eligibility for FMLA leave shall be based on the criteria established by law. [4][5]

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment. [5]

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered service member. [5]

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.[6]

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, ~~and/or~~ personal or family leave, the employee is required to ~~may~~ utilize such paid leave concurrent with the ~~during the~~ FMLA leave.[5]

Legal

1. 29 U.S.C. 2601 et seq
 2. 29 CFR Part 825
 3. 29 U.S.C. 2619
 4. 29 U.S.C. 2611
 5. 29 U.S.C. 2612
 6. 29 CFR 825.200
- Pol. 813