

Policy Guide



Policy No. 835

Section OPERATIONS

Title FAMILY AND MEDICAL LEAVE

Adopted AUGUST 21, 1989

Last Revised MAY 18, 2021

POLICY NO. 835 FAMILY AND MEDICAL LEAVE	
Section 1	<p><u>Authority</u></p> <p>The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.</p>
Section 2	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees..</p> <p>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.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Director of Finance and Human Resources.</p>

29 U.S.C. 2601 et seq
29 CFR Part 825

29 U.S.C. 2619

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Section 3

Guidelines

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

29 U.S.C. 2611,
2612

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.

29 U.S.C. 2612

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.

29 U.S.C. 2612

The District shall utilize a rolling twelve-month period measured backwards from the date leave is used, to determine if an employee has exhausted their FMLA leave in any twelve-month period.

29 CFR 825.200

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

29 U.S.C. 2612

Previously Revised: November 21, 2013; October 18, 1999

References:

Family and Medical Leave – 29 U.S.C. Sec. 2601 et seq, 2611, 2612, 2619

Family and Medical Leave Act of 1993 – 29 CFR Part 825, 825.200