

FAMILY AND MEDICAL LEAVES

The Board shall provide eligible employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act (FMLA). Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations. The Superintendent or the superintendent's designee shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.

The district shall post notices in district buildings or employee handbooks regarding the provisions of the FMLA and the procedure for filing a complaint.

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

Eligible employees shall be provided up to twelve 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 National Guard or Reserves. Eligible employees shall be provided up to twenty-six workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered service member.

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted FMLA leave in any twelve-month period, except for military caregiver leave which will be measured as a rolling 12-month period measured forward. When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid leave, the employee may utilize such paid leave during the FMLA leave.