Staff Personnel

Series 400

Policy Title Family and Medical Leave Code No. 428

The Family and Medical Leave Act of 1993 provides that unpaid family and medical leave will be granted up to twelve weeks per year to employees who meet certain conditions to assist employees in balancing family and work life. For purposes of this policy, "year" is defined as July 1 - June 30. Requests for family and medical leave shall be made in writing to the Superintendent.

An eligible employee shall be entitled to family and medical leave for one or more of the following reasons:

- Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the spouse, or a son, daughter, or parent of the employee if the spouse, son, daughter, or parent has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- Because of a qualifying exigency arising out of the fact that a spouse, son, daughter or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because the employee is the spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness.

An employee is allowed to substitute paid leave for unpaid family and medical leave if such paid leave is provided in the employee's collective bargaining agreement or terms and conditions of employment. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave.

Staff Personnel

Series 400

Policy Title Family and Medical Leave (continued) Code No. 428

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Related Administrative Rules and Regulations: _____