

## **Section 5000 – Personnel**

### **5357 Family and Medical Leave**

5357

The Board shall grant an unpaid leave of absence of up to twelve (12) weeks for only those employees eligible under the Family and Medical Leave Act. Currently defined as employees who have been employed at least twelve months prior to the leave and who have worked a minimum of 1,250 hours in the previous twelve months prior to the leave.

If an employee requests leave for one of the following reasons, the Board shall consider the initial twelve weeks of such leave as a request for leave under the Family and Medical Leave Act if appropriate requirements for eligibility are met:

Leaves may be continuous or intermittent with the agreement of the employee and the Superintendent. Benefits shall continue during the leave upon payment of appropriate contributions.

An FMLA leave is limited to 12 weeks in any 12-month period. The 12-month period will be measured on a "rolling" 12-month basis, from the employee's last use of FMLA leave.

Upon conclusion of the leave, the employee shall be returned to the same position or an equivalent position. If the employee does not return as scheduled, termination from the position may result.

The Superintendent reserves all rights to require proper documentation of all leaves under the Act and this policy.

Approved: June 29, 2009

Revised: January 8, 2018

LEGAL REF: 29 CFR 825.200 (Family and Medical Leave Act of 1993)